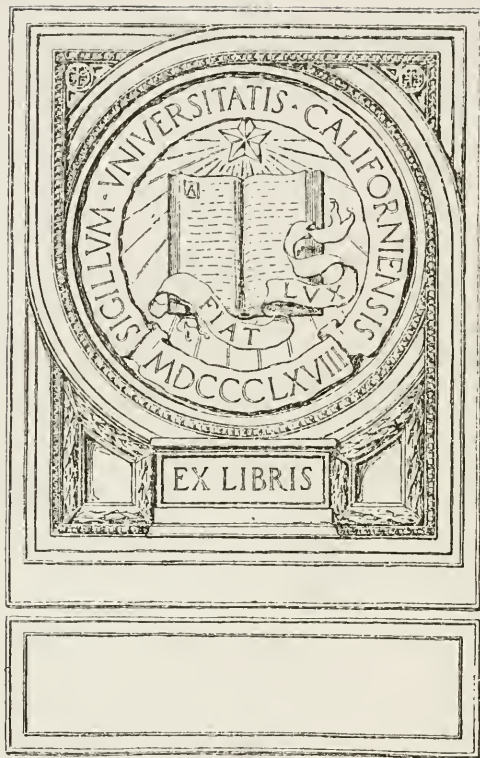
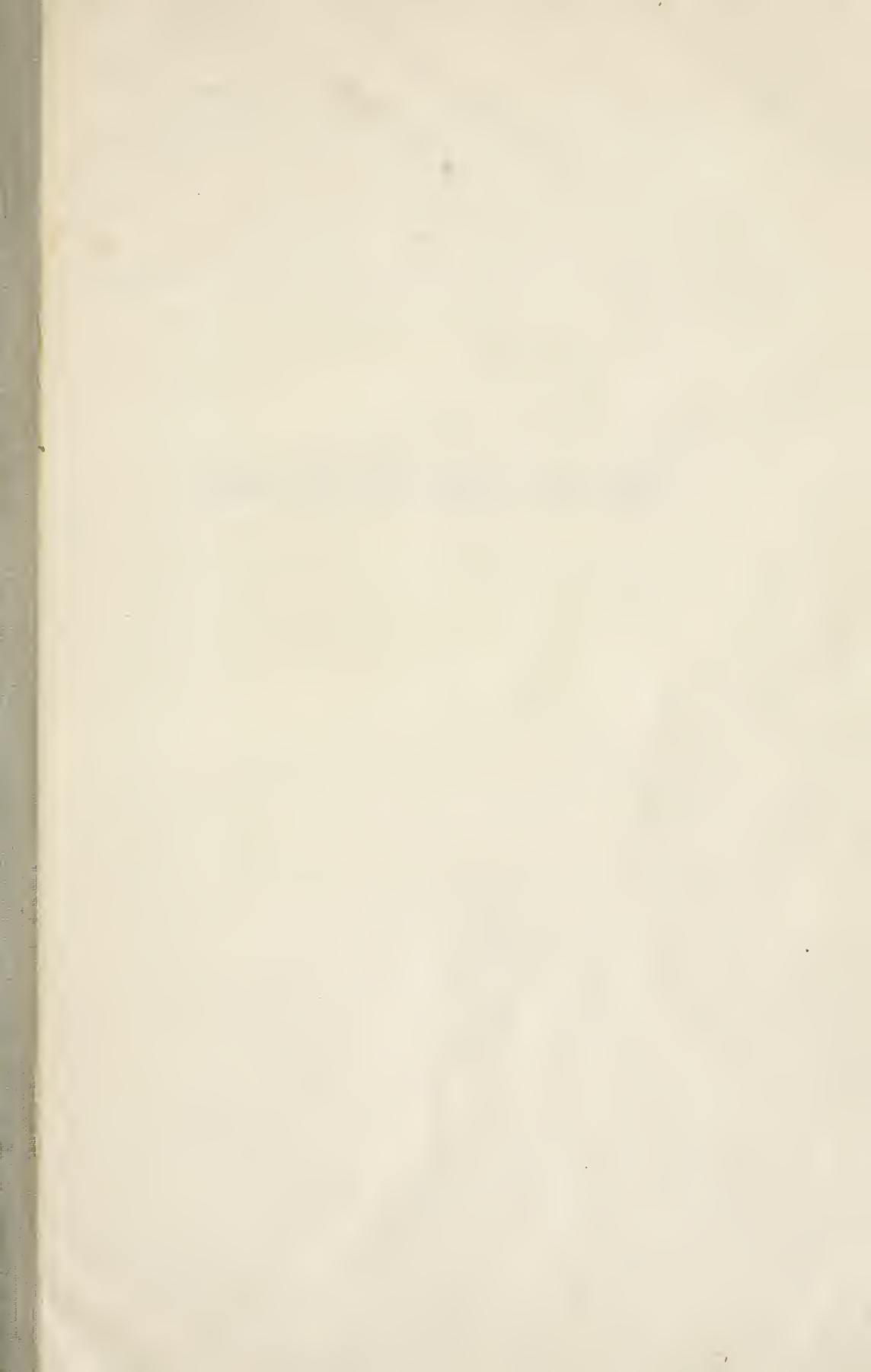






2400 BUSINESS BOOKS

Books on Business

Issued by The H. W. Wilson Company
958.964 University Avenue, New York

Standard Practice in Personnel Work

Eugene J. Bengé. \$3 Postpaid

Employees' Magazines for Factories, Offices and Business Organizations

Peter F. O'Shea. \$1.80 Postpaid

2400 Business Books and Guide to Business Literature

Linda H. Morley and Adelaide C. Kight. \$5 Postpaid

Industrial Relations. 3 vols.

Daniel Bloomfield

Employment Management. \$2.40

Modern Industrial Movements. \$2.40

Problems of Labor. . . \$2.40

2400 BUSINESS BOOKS AND GUIDE TO BUSINESS LITERATURE

BY LINDA H. MORLEY AND ADELAIDE C. KIGHT,
OF THE BUSINESS BRANCH, NEWARK, NEW
JERSEY, PUBLIC LIBRARY UNDER THE
DIRECTION OF JOHN COTTON DANA

PREVIOUS EDITIONS WERE CALLED
1600 BUSINESS BOOKS

THE H. W. WILSON COMPANY
NEW YORK

1920

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1920

Published October, 1920

INTRODUCTION

What this Book Contains

The title of this book, "2400 Business Books," instead of the "1600 Business Books," of the two previous editions, shows how many books this edition names and to a large degree describes.

The sub-title, "Guide to Business Literature," is added to make it plain that the book is far more than a list of 2400 volumes. It is an index to the contents of those volumes; that is, it lists, in alphabetic order, under 2000 different headings, the subjects which are treated in these 2400 books. These headings are in addition to those entries which give the names of the writers of the 2400 books and in addition to the entries which give their titles.

Many of these books treat of more than one subject. Many important subjects or topics in the field of "business" have as yet been treated only in chapters or sections of books. It is to the fragmentary and widely scattered discussion of these "bookless" subjects that many of the 2000 headings in this volume form the only clue.

The book, then, is a guide to the literature of business in that it is an index to that literature in whatever place it may be found.

All the books in our own Business Library of 3500 volumes, on accounting, cost accounts, auditing, advertising, commercial correspondence, salesmanship, have been indexed by those chapters which are devoted to a specific business. For examples: All the chapters on advertising automobiles have been listed under "Advertising—Automobile Trade"; the chapters on cost accounts for cotton mills have been listed under "Cost Accounts—Cotton Trade."

In "The Literature of Business" we have included the administrative, managerial, financial, marketing and other phases of business, and the work of the several departments, of the officials and of the employes of business houses.

We have omitted books, pamphlets and periodicals on economics, and on other topics which are not strictly within the business field, as we have defined it for the purposes of this volume, with this exception: About 16 subjects not concerned with methods, but on which information is occasionally needed in the transaction of business, are each represented by three or four books for reference use.

Who Compiled this Book

Sarah B. Ball, then in charge of our Business Library, made the first edition, issued in 1916 under the title "1600 Business Books."

This was revised and extended by Linda H. Morley and Sophy H. Powell, and issued in a second edition in 1917. The Associated Ad. Clubs of the World helped to make possible this second edition.

Linda H. Morley, in charge of our Business Library, and Adelaide C. Kight, have made this revision and extension, now issued under the title "2400 Business Books." They have given to this work such time as could be spared from the pressing duties of the Business Branch, and have not hesitated also to give liberally to it of their own free hours.

They tell me that they wish special mention here made of the aid they have had from one of our most competent workers, Marie L. Prevost, head of our Catalog Department; and wish attention called to the fact that Ruth Savord of our Catalog Department was detailed for six months to work on this book at the Business Branch, and was most efficient in that work.

Many libraries and individuals have helped the compilers by answering their questionnaires and by giving specific advice and suggestion. To Alice L. Rose, Librarian of the National City Bank, New York, and to M. L. Frey, of the American Bankers Association Library, special acknowledgements are due for suggestions of books to be added.

Several certified accountants and experts, notably Julius E. Flink of Newark, gave time to study and criticize the books and headings entered under the subject of accounting; and Harold M. Gartley, of the firm of Post & Flagg, did the same for the entries under investment and speculation.

J. C. D.

Public Library, Newark, N. J.
September, 1920

Directions for Using this Book

If you wish to learn about the book or books written by a certain author, look for his name, just as you would in a telephone book.

If you wish to learn about a book with a certain title, look for that title; but do not look for it under the "A", or "An" or "The" that may precede the title proper.

If you wish to learn of the things that have been written on a certain subject, look for that subject.

Note that a subject is often subdivided, and that to find what you seek you must in some cases look through the alphabetized subdivision of a subject.

Remember always that the book is cast in the form of a dictionary; but that to the alphabetic order of authors, titles and subjects in one regular series, there are added subdivisions of subjects which are themselves in alphabetic order under the subjects.

Abbreviations Used

Acad.	Academy	Introd.	Introduction
Adv.	Advertising	Lib.	Library
Alex.	Alexander	Mod.	Modern
Amer.	America, American	Nat.	National
Assoc.	Association, Associated	p.	Page, Pages
Bur.	Bureau	P. A. I. S.	Public Affairs Information Service
Bus.	Business	Pol.	Political
Ch.	Chapter	Pt.	Part
Com.	Commission	Pub.	Publisher, Publishing, Published
Comp.	Compiler	Pubs.	Publishers
Cong.	Congress	Rev.	Revised
Cor.	Correspondence	s	Shilling
Cyc.	Cyclopedia	Sch.	School
d.	Pence	Sec.	Section
Dept.	Department	Sen.	Senate
Doc.	Document	Ser.	Series
Ea.	Each	Sess.	Session
Ed.	Editor, Edited, Edition	Soc.	Social
Ham.	Hamilton	Spec.	Special price (Used where list price could not be found. Indicates price paid by Newark Library)
Illus.	Illustrated, Illustrating	Subs.	Subscription
Imp.	Imported (Used with price of foreign publications for which list price could not be found. Indicates price paid by Newark Library when imported duty free.)	Supt.	Superintendent
Incl.	Included, Including	Sys.	System
Ind. arts.	Industrial Arts Index	Tel.	Telephone
Inst.	Institute	Tr.	Translated
Int.	International	Unp.	Unpaged
		v.	Volume, Volumes

Publishers' names are abbreviated. Full names and addresses for these abbreviations will be found in the "List of Publishers" at end of book.

Abbreviations:—Look under this heading for references to all lists of business and trade abbreviations, English and foreign, found in compiling this volume.

Associations:—Look under this heading for all sources of lists of associations found in all trade directories and reference books included in this volume classified by trade and subject.

Bibliographies:—Look under "Business—Bibliographies" for a list of all the subjects for which bibliographies have been included.

Directories—Foreign:—The only entry for foreign directories is under the heading "Directories—Foreign." The arrangement is by continent. For a directory of France look under "Directories—Foreign—Europe."

Directories—Trade, etc.:—Look under name of trade or business, with subhead "Directories." The numbers there listed refer to the numbers attached to each entry under "Directories—Trade, etc." These numbered entries form a complete alphabetic list of all trade and professional directories included in this book with publishers and prices.

Examples

Clothing trade

Directories

In list under "Directories, Trade, etc." see No. 94, 159, 163

Look under this heading and find 94

Directories

Trade, etc.

94. Fairchild's National Directory and Digest. (Includes Woolen and worsted piece goods houses; Silks; Woolens; Jobbers; Dyers, bleachers and finishers; Dictionary of textiles; Trade associations). Fairchild Publishing Co., 8 East 13th St., N.Y. \$2.

The items listed in parentheses following the word "(Includes . . .)" are titles of sections of the directory not indicated by the title. The complete title thus amended indicates quite fully the contents of each directory.

State and local publications or directories of government departments and bureaus are not included. Only directories published currently are listed. Directories not published since 1917 have been omitted except where the publishers have stated, in response to our circular letter, that they are to be republished shortly. Standard foreign directories probably suspended during the war are included.

Directories other than those for individual trades are listed under the following subjects with subhead "Directories":—

Associations

Corporations (unclassified lists)

Jobbing, commission business, etc.

Trade marks and trade names

Editions and Dates:—Information as to editions and dates of books in former editions of "1600" has not been revised. The date used is that of imprint.

Encyclopedias and Dictionaries:—Under this heading will be found a classified list of books and parts of books containing definitions of business, trade and financial terms.

"English Practice":—Where English practice obviously differs from American because of difference in laws, currency, etc., on such subjects as:—Accounting, Administration of Estates, Tables, Formulae, etc., and Bankruptcy, entries for English books have been followed by the note "(English)" or "(English practice)."

Index Numbers:—Under this heading will be found this information about the principal Index numbers: Name; for what periods compiled; in what periodicals, etc., the current index number appears, and at what intervals.

Maps:—Under this heading are given suggestions about maps for business use, particularly for the sales and advertising departments.

Pamphlets and Government Publications:

These are entered in this book under subject only. Every entry gives all information needed for purchase. In entries for government publications the department listed last is the department from which the document may be obtained. The name of the issuing bureau appears in parenthesis when the pamphlet is distributed from another office.

Look under "Government Publications—Bibliography" for a complete list of price lists issued by the government.

Periodicals:—Frequency of publication:—

Look under subjects having subhead "Periodicals." Day on which periodical appears is here indicated whenever this information appears on the title page of the periodical. In other cases the terms —weekly, monthly, etc. are used.

Retail periodicals:—Look at list of references under "Retail stores—Periodicals," for a list of retail trades under which periodicals are listed. Throughout the book the note (Retail) and (also Retail) will be found at the end of each entry for such periodicals.

Subject headings:—Special sections which appear regularly in periodicals are listed throughout the book under the subject to which they apply.

Examples

Automobile trade

Periodicals

Automobile trade journal. (also Retail)

Monthly

Automotive industries. Weekly.

Commercial car journal. 15th of each month

Publisher and price: Look under list headed "Periodicals."

Indexes: Look under list headed "Periodicals." At the end of each entry will appear (when known) the phrase "Separate index," or "Index appears in (date of issue)"; also when the periodical is indexed by any of the general periodical indexes the names of such indexes are given, viz: P. A. I. S.; Ind. arts; Bus. digest; Bus. data bur.; Prentice-Hall; Readers' Guide.

Examples

Periodicals

Economic world. 126 Water St., N. Y. \$4 Saturdays Indexed by Bus. digest, P. A. I. S., Bus. data bur. Separate index (Jan.-Je., Jly.-Dec.)

Monthly labor review. Supt. of doc. \$1.50. Indexed by P. A. I. S., Bus. digest, Bus. data bur. Index appears in Dec. issue.

Prices (Market):—Sources of current prices of commodities divided into 200 groups are listed under this heading.

Publisher and Price:—Information as to publisher and price is given at the end of the author entry, with the following exceptions: Pamphlets, government documents and services, repeated under every entry (only subject entries are made).

Foreign directories, under "Directories—Foreign"

Trade directories, under "Directories—Trade, etc."

Periodicals, under "Periodicals"

Yearbooks, under "Yearbooks"

Abbreviations are used in most cases for Publishers' names throughout the book. The full name and address for these abbreviations are given in the "List of Publishers" at the end of the book. These addresses were corrected from current directories, with the exception of 150 for which addresses were not found.

When the list price could not be found the following abbreviations have been used: "Spec." means special price paid by Newark Free Public Library. "Imp." means imported or price paid by Newark Free Public Library for foreign publications imported free of duty. Entries without prices are gifts to the Business Branch.

Prices of books, etc., at the date of their publication were obtained from U.S. Catalog. Possible advance in price since date of publication must therefore be allowed for.

Services:—Business information sold by organizations and issued at frequent intervals (sometimes daily) in loose leaf, card, or report form. Subscription to these Services makes available the specialized resources of their Research departments and the help of experts. Full information about the Services included will be found under heading "Services."

Sources of Information:—In the work at the Business Branch certain classes of questions come up very frequently. To facilitate search on questions of this character a complete list of all the sources of such information and methods of obtaining it was compiled and added to as new sources were found. These "Sources of information" lists constitute a method of research applicable to certain general types of business questions. Such lists will be found in "2400 Business Books" under: "Accounting for a specific business"; "Cost accounts for a specific business"; "Cities—Commercial conditions in"; "Cities—Location"; "Statistics—Production"; "Trades (information about a specific trade or business)"; "Statistics."

Subjects Not Included in "2400 Business Books":—Books, etc., on commodities have not been included, except those written for the use of the salesman or the advertising man. These have been put under "Salesmanship," with the subhead for the name of the trade, thus: "Salesmanship—Pottery trade."

Books on processes of manufacture are not included. Books, etc., that appear under the name of an industry or business, such as "Automobile trade," "Hardware trade," deal with the management and administration of such businesses, either manufacturing, jobbing or retail.

Books, periodicals, etc., on economic subjects have been omitted with certain exceptions. General information on the 16 subjects listed below is occasionally needed in the transaction of business. Therefore, three or four books on each of these subjects dealing more with the theory than with the methods of business, are included as well as one or more bibliographies:

Arbitration—Industrial
Capital
Credit
Economics
Employers' liability

Labor and laboring classes
Labor unions
Merchant marine
Money
Panics
Prices
Railroads
Tariff
Taxation

Trusts
Wealth

Yearbooks:—Under this heading will be found the full list of general statistical publications, and yearbooks of individual countries with publisher and price. Yearbooks for individual countries will be found under name of country also.

"2400" Business Books

- A B C and XYZ of be culture. Root, A. I. 1908
- A B C of banks and banking. Coffin, G. M. 1901
- A B C of bond buying. Selden, G. C. 1919
- A B C of bookkeeping. Dicksee, L. R. 1908
- A B C of foreign exchanges. Clare, G. 1895
- A B C of foreign trade. Henius, F. 1920
- A B C of life insurance. Willard, C. E. 1908
- A B C of options and arbitrage. Nelson, S. A. 1904
- A B C of salesmanship. Rust, T. D. 1914
- A B C of stock speculation. Nelson, S. A. 1902
- A B C of the federal reserve system. Kemmerer, E. W. 1918
- A B C of Wall Street. Nelson, S. A. 1900
- A B C universal, commercial, electric, telegraphic code. 4th ed 1899 Amer. code co. \$5
- A B C universal commercial telegraphic code. 6th ed. 1920 Macmillan
- A B C universal, electric, commercial, telegraph code. 5th ed 1915 Amer. code co. \$12
- Abbott, B. V.
Clerks' and conveyancers' assistant. 3d ed 1911 Baker, Voorhis \$7.50
- Abbott, W.
Commercial theory and practice. 1917 Murray 3s 6d
- Abbreviations**
- Baker, J. T. Abbreviations; Abbreviations of months and states. (In her Correct business letter writing and business English, 1911, p. 101-166)
- Cahill, M. F. Commercial abbreviations. (In her Office practice, 1917, p. 240-243)
- Collins, F. H. Authors' and printers' dictionary; a guide for authors, editors, printers, correctors of the press, compositors, and typists; with full list of abbreviations; an attempt to codify the best typographical practices of the present day. 4th ed 1912 (English Practice)
- Commercial abbreviations; Commercial signs and characters. (In Amer. sch. of cor. Cyc. of commerce, etc., 1910, v. 4, p. 35-37; also in Amer. sch. of cor. Cyc. of practical accounting, 1917, v. 1, p. 35-37)
- Cortina, R. D. de la. Abreviaturas españolas; English abbreviations. (In his Modelos para cartas en español y en inglés, 1918, p. 70-77)
- Davies, J. P. Abbreviations used in engineering work. (In his Engineering office systems and methods, 1915, p. 509-514)
- Dwyer, I. E. Business abbreviations and symbols. (In his Business letter, 1914, p. 160-162)
- Eaton, A. H. Characters and abbreviations. (In Eaton and Burnett revised and improved bookkeeping, 1917, p. 258-260)
- Eaton, S. Characters; Abbreviations. (In his How to do business, 1896, p. 356-359)
- Gardner, E. H. Glossary of business terms, legal terms and abbreviations. (In his Constructive dictation, 1919, p. 301-322)
- Hammond, H. W. Abbreviations of commercial terms, etc. (In his Style-book of business English, 1916, p. 227-231)
- Heelis, F. Commercial terms, phrases and abbreviations. (In his Pitman's theory and practice of commerce, v. 2, p. 550-572)
- Hooper, F. Business abbreviations. (English) (In his Home trade, 1911, p. 204-205)
- Terms and abbreviations used in reference to freights and charters; Business abbreviations. (English) (In his Import and export trade, 1910, p. 201; 243-244)
- Hotchkiss, G. B. Abbreviations. (In his Business English, 1916, p. 360-365)
- Hughes, C. H. Terms; Clauses and terms occurring in policies; Export and shipping terms. (In his Handbook of ship calculations, construction and operation, 1918, p. 711-717)

Abbreviations—Continued

- Int. cor. schools. Abbreviations relating to business. (In its Business man's handbook, 1904, p. 113-116)
- Monteverde, R. D. Abbreviations. (In his Commercial and technical terms in the English and Spanish languages, p. 112-114)
- Moore, J. H. Abbreviations—General terms. (In his Accounting and business practice, 1902, p. 396-397)
- Business abbreviations. (In his Practical business arithmetic, 1906, p. 442)
- Pitman, Sir I., and sons, pubs. Abbreviations. (In Pitman's mercantile terms and abbreviations, p. 113-126)
- Business abbreviations: English; Portuguese-English; Italian-English; French-English; German-English. (In Pitman's mercantile correspondence: English, p. 244-260)
- Riley, R. E. Abbreviations frequently used in traffic publications. (In his Traffic glossary, 1917, p. 247-249)
- Rogers, W. T. Dictionary of abbreviations; (being citations of those terms used in the professions, sport and trades). (English) 1913
- Russell, T. H. Characters and abbreviations used in business correspondence. (In his Business correspondence and forms, 1910, p. 379-382)
- Sheldrake, T. S. Abbreviations commonly used in the export trade. (English) (In Harmsworth business library, v. 4, p. 319-320)
- Stephenson, J. Abbreviations used in trade; in exchange, banking and finance; in transport and insurance; in warehousing. (English) (In his Principles and practice of commerce, p. 354-355; 478-479; 530-532; 566)
- Teller, W. P. Signs, abbreviations and contractions used in business. (In his First book in business methods, 1911, p. 250-253)
- Webster, N. Dictionary of most common abbreviations. (In his New supreme Webster dictionary, 1919, p. 912-938)
- Foreign**
- Cornett, W. N. Abbreviations. (In his French commercial correspondence, 1911, p. 6-7)
- Graham, J. Abbreviations, German, French, Spanish. (In his Foreign traders' dictionary, 1906, p. 228-241)
- Abbreviations used in French correspondence. (In his French commercial practice, 1916, v. 2, p. 419-422)
- Abbreviations used in German correspondence. (In his German commercial practice, 1904, v. 2, p. 404-408)
- Abbreviations used in Spanish correspondence. (In his Spanish commercial practice, 1916, v. 2, p. 408-412)
- Kenyon, H. A. List of abbreviations most commonly used in Spanish. (In his Spanish commercial correspondence, 1907, p. 9-15)
- Laroche, C. French commercial abbreviations. (In his Correspondance commerciale, 1917, p. 123-126)
- McHale, C. F. Lista de las abreviaturas más usadas en castellano, especialmente en el comercio. (In his Commercial Spanish, 1918, p. 200-202)
- Pitman, Sir I., and sons, pubs. Business abbreviations. (In Pitman's mercantile correspondence. English-German, p. 244-246)
- Business abbreviations. (In Pitman's mercantile correspondence. English-Italian, p. 242-244)
- Business abbreviations. (In Pitman's mercantile correspondence. English-Portuguese, p. 239-240)
- Commercial abbreviations allowed in French correspondence. (In its Commercial correspondence in French, p. 230-232)
- Thomas, F. Abbreviations. (In his Shipping clerks', correspondents' and travellers' handbook of Spanish invoicing, 1916, p. 12-14)
- Veitelle, I. de. List of principal abbreviations. (In his Mercantile dictionary, 1864, p. 301-303)
- Whittem, A. F. Abbreviations. (In his Spanish commercial correspondence, 1916, p. 185-189)
- Abel, J. C., and Abel, C. L.**
Practical studio advertising. 1916 Abel \$2
- Ability tests**
- Ayres, L. P. Binet-Simon measuring scale for intelligence; some criticisms and suggestions, etc. 1911
- Bloomfield, D. Placement, promotion and conclusion of employment. (In his Selected articles on employment management, 1919, p. 207-237)

Ability tests—Continued

Business training corporation. Analyzing yourself. (In its Course in business essentials, 1916-1918, v. 1)

— How do you measure up; Keys to tests. (In its Course in modern production methods, 1919, v. 1, p. 80-118; 133-146)

Cody, S. Commercial tests and how to use them. 1919 (School efficiency monographs)

Hollingworth, H. L. Vocational psychology; its problems and methods; with a chapter on "Vocational aptitudes of women," by L. S. Hollingworth. 1916

Kemble, W. F. Choosing employees by mental and physical tests. 1917 (Industrial management library)

Leffingwell, W. H. Tests for typists. (In his Scientific office management, 1917, p. 237-241)

Link, H. C. Employment psychology; the application of scientific methods to the selection, training and grading of employees. 1919

McClelland, F. C. Office training and standards. 1919

See also Character analysis; Efficiency—Personal; Employment problems; Occupations; Psychology

Bibliography

Bureau of educational experiments, 16 W. 8th St. N. Y. Psychological tests revised and classified bibliography; David Mitchell and G. J. Ruger. 116p 1918 50c

Hollingworth, H. L. Classified bibliography for vocational psychology. (In his Vocational psychology, 1916, p. 275-282)

Periodicals

Journal of applied psychology. Quarterly

See also Business—Bibliography—Periodicals

Abstracters

Directories

In list under "Directories, Trade, etc." see No. 122, 186

Abyssinia

Abyssinia; present commercial status of the country with special reference to the possibilities for American trade. 71p 1918 (U. S. Bureau of foreign

and domestic commerce. Special consular reports, no. 81) Supt. of doc. 5c

See also Africa—Economic conditions; Statistics

Bibliography

See Africa—Bibliography

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Academy of Political Science

Amer. mercantile marine. 1915 \$1.50

Banking and currency in the U. S. 1913 \$2

Acceptances

Escher, F. Import and export credits. (In his Foreign exchange explained, 1917, p. 108-146)

Gardner, E. H. Trade acceptances. (In his New collection methods, 1918, p. 266-281)

Kniffin, W. H., jr. Commercial paper, acceptances and the analysis of credit statements; a practical treatise on commercial paper, with particular reference to the processes by which the credit risk is determined where such instruments are purchased as a bank investment. 1918

Meyer, C. A. Trade acceptances. (In his Mercantile credits and collections, 1919, p. 89-96)

National association of credit men. Acceptances; nature and use of "trade" and "bank" acceptances. (In their Credit man's diary, 1919, p. 28-33)

Pamphlets. American acceptance council, 111 Broadway, N. Y.

See also Credit; Credits; Exchange; Export trade—Credits; Law—Commercial paper; Negotiable instruments

Bibliography

Acceptance literature; a selected list of pamphlets and articles. (In Business digest, 241 W. 37th St. N. Y., v. 6, p. 54-59, July 1918, single numbers, 15c

Accident insurance. *See* under Insurance the following subheads: Accident; Casualty; Industrial

Accident prevention and relief. Schwedtmann, F. C. 1911

Accidents

Industrial

See Employers' liability; Insurance—Industrial; Law—Labor; Safety methods; Welfare work

Accountancy. See Accounting; Cost accounts

Accountancy of investment. Sprague, C. E. 1914

Accountant's and bookkeeper's vade-mecum. Whatley, G. E. S. 1893

Accountants' offices

Directories

In list under "Directories, Trade, etc." see No. 33, 76.

American institute of accountants. Alphabetical list of members; Alphabetical list of associates; Geographical list of members. (In its Yearbook)

See also Auditors' offices—Directories

Filing

See Filing—Accountants' offices

Accounting

SOURCES OF INFORMATION for systems of accounting for a specific trade or business:—

Books and parts of books: Books on the specific trade or industry (see list in this book under name of trade or business); also see list in this book under "Accounting" with subhead for name of trade or business.

Bibliographies: See list in this book under "Accounting—Bibliography."

Encyclopedias: See list in this book under "Accounting—Encyclopedias and dictionaries."

Periodicals: Through the following indexes: Business digest; Industrial arts index (for publisher, etc., see list in this book under "Periodicals"); Public Affairs Information Service (for publisher, etc., see list in this book under "Services"); Journal of accountancy index for v. 1-16, and indexes to succeeding separate volumes.

Accounting. (In Modern merchandising, 1910, v. 7)

American institute of accountants. Yearbook. Annual

Amer. sch. of cor. Cyc. of commerce, accountancy, business administration; a general reference work on accounting, auditing, bookkeeping, commercial law, business management, administrative and industrial organization, banking, advertising, selling, office and factory records, cost keeping, systematizing, etc. 10v 1910

— Cyc. of practical accounting; a general reference work on accounting, bookkeeping, banking, office records, cost keeping, systematizing, etc. 4v 1917

Basset, W. R. Accounting as an aid to business profits. 1918

Bennett, R. J. Corporation accounting. 1916

Bentley, H. C. Science of accounts. 1911

Broaker, F. American accountants' manual. 1897

Business training corporation. Accounting; how business keeps and interprets its records. (In its Course in business essentials, 1916-1918, v. 11)

Cleary, P. R. How to figure profit; a comprehensive reference book for business men, teachers and students. 1918

Cole, W. M. Accounts; their construction and interpretation, for business men and students of affairs. 1915

— Bookkeeping, accounting and auditing. 1916 (Also published under title: Accounting and auditing.)

Commerce clearing house. Automatic accounting system; summary book prepared to meet the requirements of any business; automatically determines taxable net income; thoroughly analyzes cost, overhead, branch and departmental expense; automatically prepares general balance sheet; permits expansion to provide any number of accounts. unp. 1918 Commerce clearing house, 257 Broadway, N. Y.

Day, C. M. Accounting practice. 1908

Dickinson, A. L. Accounting practice and procedure. 1914

Dicksee, L. R. Advanced accounting. 1911

— Goodwill and its treatment in accounts. 1906

Eddis, W. C. Manufacturers' accounts; a text-book for manufacturers, merchants, accountants and book-keepers. 1904

Esquerré, P. J. Applied theory of accounts. 1914

Fraud in accounts. 1910 (Accountants' lib. v. 30)

Gilman, S. Principles of accounting. 1917 (La Salle extension university; Business administration)

Greendlinger, L. Accounting practice; a comprehensive statement of accounting principles and methods, illustrated by modern forms and problems. 1914 (Alex. Ham. inst. Mod. bus. v. 6)

— Accounting theory and practice; a comprehensive statement of accounting principles and methods, illustrated by modern forms and problems. 1910 (Alex. Ham. inst. Mod. bus. v. 3)

Griffith, J. B. Trial balances and comparative statements. (In Amer. sch. of cor. Cyc. of practical accounting, 1917, v. 4)

Haskins, C. W. Business education and accountancy. 1904

Accounting—Continued

Hatfield, H. R. Modern accounting, its principles and problems. 1911

Heitmann, H. Course in the theory and practice of higher accounting. 1910

Hyans, E. M. Theory of accounts for accountant students. 1909

Int. cor. schools. Analysis of accounts. (In its Cost accounting, 1914, sec. 21-23)

Kester, R. B. Accounting, theory and practice. 2v 1919

Klein, J. J. Bookkeeping and accounting, introductory course. 1918 (College of the city of New York series in commerce, civics and technology)

— Elements of accounting. 1913

— Student's handbook of accounting; solutions to questions in theory of accounts, practical accounting and auditing contained in "Elements of accounting", for the use of teachers, students, and practicing accountants. 1915

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Fowler, N. C., jr. Building business. 1893

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Freeman, W. C. One hundred advertising talks. 1912

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— How to advertise. 1917

Galloway, L. Advertising. 1910 (Alex. Ham. inst. Mod. bus. v. 9, pt. 1)

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Griffith, J. B. Advertising and sales organization. (In Amer. sch. of cor. Cyc. of commerce, etc., 1910, v. 1, p. 61-126)

Hess, H. W. Productive advertising. 1915

Higham, C. F. Scientific distribution. 1918

Hollingsworth, H. L. Advertising and selling; principles of appeal and response. 1913

Int. cor. schools. Publicity. (In its Business man's handbook, 1904, p. 289-315)

Advertising—Continued

Johnson, A. P. Library of advertising. 6v 1911

For contents see under Johnson, A. P. Library of advertising.

Jones, C. Handbook of advertising; a manual for those who wish to become acquainted with the principles and practice of advertising. 1913

Kastor, E. H. Advertising. 1918

MacDonald, J. A. Successful advertising; how to accomplish it; a practical work for advertisers and business men. 1906

Mahin, J. L. Advertising, selling the consumer. 1919

Moran, C. Business of advertising. 1905

Opdycke, J. B. Advertising and selling practice. 1918

Osborn, A. F. Brass tacks of advertising; an unmysterious analysis of the practical phases of the kinds of advertising which analyzes. 1915

Page, E. T. Advertising. 1903

Parsons, F. A. Principles of advertising arrangement. 2d ed 1913

Photo-miniature. Photography in advertising. 1904

Prentice-Hall business information service; the best and newest ideas on business gathered weekly from every available source. Prentice-Hall, inc., 70 5th Ave., N. Y. \$75 a year

A loose leaf service giving abstracts and notes of current business literature appearing in periodicals, newspapers, pamphlets, books, etc., ready to file in binders, grouped mainly for the principal departments of a business firm in the following sections: Accounting; Advertising and selling; Banking, exchange and public finance; Credits and collections; Employment; Financing; Foreign trade; Industrial and commercial relations; Management; Office management; Personal efficiency; Purchasing and stores; Transportation. Paid research work. Books, periodicals and copies of articles analyzed furnished at cost.

Richardson, A. O. Power of advertising. 1913

Rose, W. G. Ginger cure. 1911

Rowell, G. P. Forty years an advertising agent, 1865-1905. 1906

Rubin, M. J. Making advertising pay. 1913

Russell, T. Advertising and publicity. (In Harmsworth business library, v. 5)

— Commercial advertising; six lectures at the London school of economics and political science (University of London) Lent term 1919; with addi-

tions, including introduction and appendix. 1919 (Studies in economics and political science)

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— Theory and practice of advertising. 1913

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Starch, D. Advertising; its principles, practice and technique. 1914

— Principles of advertising; a systematic syllabus. 1910

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— Advertising; its principles and practice. 1919

— New business. 1914

Tregurtha, C. M. Craft of silent salesmanship; a guide to advertisement construction.

Wadsworth, G. B. Principles and practice of advertising. 1913

Wagenseller, G. W. Theory and practice of advertising; an elementary course in the art of successful advertising especially adapted for use in business and literary schools, commercial departments of public schools, and for private study. 1902

See also Catalog making; Commercial correspondence—Sales; Commodities of commerce—Uses; Dealer help; English language; Encyclopedias and dictionaries; House organs; Law—Advertising; Mailing lists; Maps; Market analysis; Psychology; Sales—Management; Show cards; Statistics; Trade marks and trade names; Window dressing; also under Advertising the following subheads: Agency business; Analysis; Bibliography; Campaigns; Directories; Encyclopedias and dictionaries; History; Mail order business; Management; Mediums; Records and statistics; Retail stores; Special sales; name of specific trade or business

Agency business

Calkins, E. E. Sellers of advertising. (In his Business of advertising, 1915, p. 52-92)

Advertising—Agency business—Continued

Kastor, E. H. Functions of an advertising agency. (In Johnson, A. P. Library of advertising, 1911, v. 2, p. 73-88)

See also Commodities of commerce—Uses; Newspaper business; Organization and administration; *also* notes on Sources of information under Trades

Agency business—Auditing

See Auditing—Advertising agency business

Agricultural implements and machinery trade

Dench, E. A. Clirching agricultural machinery sales by motion pictures. (In his Advertising by motion pictures, 1916, p. 120-125)

Amusements

See under Advertising the following subheads: Circus business; Motion pictures

Analysis

Calkins, E. E. Creative work of advertising. (In his Business of advertising, 1915, p. 202-267)

Shryer, W. A. Analytical advertising. 1912

Strong, E. K. Relative merit of advertisements; a psychological and statistical study. 1911

See also Graphic methods; Statistics (theory and practice); *also* under Advertising the following subheads: Campaigns; Mediums; Records and statistics

Appeal

See Advertising—Mediums

Appropriations

See Advertising—Management

(of) Associations

Clifford, W. G. Direct advertising for associations, churches and cities. (In his Building your business by mail, 1914, p. 124-136)

See also Advertising—Y.M.C.A., etc.

Auctioneering business

Johnson, C. Newspaper advertising; Posters; Handbills, etc. (In his Guide to successful auctioneering, 1903, p. 81-111)

Automobile trade

Better results from advertising. (In How to run a retail automobile business at a profit, 1918, p. 47-66)

Dench, E. A. Selling automobiles and accessories by motion pictures. (In his Advertising by motion pictures, 1916, p. 113-119)

DeWeese, T. A. Automobile advertising. (In his Principles of practical publicity, 1908, p. 192-207)

Baking trade

Hawkins, G. H. E. Ready-made advertisements: bread. (In his Newspaper advertising, 1914, p. 76)

See also under Advertising the following subheads: Confectionery trade; Food trade.

Banks

Advertising and service; bank advertising that really makes good; profitable direct advertising; going after all the business; the sort of service that holds business. 1918 (Shaw banking series)

Barsodi, W. Financial advertising; a collection of words, phrases, illustrated advertisements and financial talks as successfully used by banks, trust companies and other financial institutions. 1909

How to increase a bank's deposits; tried out plans that attract commercial accounts and savings deposits; advertising campaigns and ideas that pull; soliciting schemes and follow-up systems that produce results; selling talks that create business; as used and proved successful in twenty-six banks. 1910 (System's "How-book" Series)

Lewis, E. S. Financial advertising, for commercial and savings banks, trust, title insurance and safe deposit companies, investment houses. 1908

MacGregor, T. D. Bank advertising plans. 1913

— New business department; its organization and operation in a modern bank. 1917 (Bank department series—IV)

— Pushing your business; a text-book of advertising, giving practical advice on advertising for banks, trust companies, investment brokers, real estate dealers, insurance agents and all interested in promoting their business by judicious advertising. 1909

Advertising—Banks—Continued

— Two thousand points for financial advertising. 2d ed 1915

Morehouse, W. R. Bank deposit building; practical and proved methods of increasing your business and holding it. 1918

Morison, F. R. Banking publicity; a manual on the art of advertising the business of financial institutions, containing numerous practical illustrations of appropriate wording and typographical arrangement of financial advertisements and forms of "follow up" letters. 1904

Ravell, C. H. Financial advertising of banks and trust companies. (In Johnson, A. P. Library of advertising, 1911, v. 5, p. 89-137)

Banks—Periodicals

Advertising age and mail order journal. 20th of each month

Bankers magazine. Monthly

Barber shops

Hawkins, G. H. E. Ready-made advertisements: barber shops. (In his Newspaper advertising, 1914, p. 75)

Bibliography

Allen, F. J. Bibliography. (In his Advertising as a vocation, 1919, p. 167-170)

Business data bureau service. Business data bureau, Merchants Bank Bldg., Indianapolis, Ind. \$100 a year

Comprises:—10 copies of Business data weekly, 4 bound quarterly cumulated volumes; or, monthly shipment of approximately 300 cards forming an index to general business magazines, new business books and pamphlets. Cards, as filed, automatically make a single cumulated index, and may be inter-filed in any catalog. Subscribers furnished with typewritten copies of indexed articles at 15c per page, with digest of articles at 50c per page, and original articles and books at prices listed in index.

Meyer, H. H. B. List of references on advertising. (In Special libraries, 120 Peterborough St., The Fenway, Boston, v. 7, p. 61-76, April 1916, single numbers 50c)

Opdycke, J. B. Bibliography. (In his Advertising and selling practice, 1918, p. I-XIX)

This bibliography includes books in print in the U. S., up to and including April 14, 1917; and books published in England from January 1, 1912 to March, 1917.

St. Paul, Minn. Public library. Advertising: a selected list of books in the St. Paul public library. 7p 1918

See also Business—Bibliography

Billposting

See Advertising—Mediums

Bond houses

Peirce, F. Advertising and advertising devices. (In his Human side of business, 1917, p. 184-194)

See also Advertising—Stock brokerage business

Book trade

DeWeese, T. A. Selling the new books. (In his Keeping a dollar at work, 1915, p. 73-76)

See also under Advertising the following subheads: Printing business; Publishing trade; Stationery trade

Building and loan associations

Rosenthal, H. S. Advertising. (In his Building, loan and savings associations, 1911, p. 348-372)

Building supply trade

See under Advertising the following subheads: Electrical supply trade; Hardware trade; Lumber trade; Wall paper trade

Building trades

Seabrook, E. L. Plans for extending business by publicity. (In his How to make the business pay, 1916, p. 123-147)

See also Advertising—Painting and decorating trade

Campaigns

DeBower, H. F. Fundamentals of advertising. (In his Advertising principles, 1917, p. 10-26)

DeWeese, T. A. Planning an advertising campaign. (In his Principles of practical publicity, 1908, p. 228-240)

Hess, H. W. Advertising campaign. (In his Productive advertising, 1915, p. 171-201)

Lewis, E. S. Planning an advertising campaign. (In his Financial advertising, 1908, p. 462-473)

Martin, M. Advertising campaigns. 1917 (Alex. Ham. inst. Mod. bus. v. 13)

— Planning an advertising campaign for a manufacturer; pt. 1, Analysis of the product; pt. 2, Analysis of the markets; pt. 3, Analysis of the channels of distribution. 1914 (University of Minnesota. Bulletin, general series, no. 8, 9, 10) University of Minnesota, Minneapolis, Minn. 25c each

Advertising—Campaigns—Continued

Planning a campaign. (In *Advertising and service*, 1918, p. 20-35)

Tipper, H. Advertising; a practical presentation of the principles underlying the planning of successful advertising campaigns and the preparation of advertising copy. 1914 (Alex. Ham. inst. Mod. bus. v. 4)

See also Catalog making; Commercial correspondence—Sales; Dealer help; Encyclopedias and dictionaries; Graphic methods; Mailing lists; Maps; Market analysis; Statistics; *also* under Advertising the following subheads: Analysis; Mediums; Records and statistics; name of specific trade or business

Candy trade

See Advertising—Confectionery trade

Catalogs and booklets

See Advertising—Mediums; Catalog making

Chinaware

See Advertising—Pottery business

Churches

Ashley, W. B. Church advertising; its why and how; papers delivered before the church advertising section of the twelfth annual convention of the Associated advertising clubs of the world. 1917

Clifford, W. G. Direct advertising for associations, churches and cities. (In his *Building your business by mail*, 1914, p. 124-129)

DeWeese, T. A. Should the church advertise? (In his *Keeping a dollar at work*, 1915, p. 70-73)

French, G. Church advertising. (In his *Advertising: the social and economic problem*, 1915, p. 111-122)

Smith, H. H. Publicity and progress; twentieth century methods in religious, educational and social activities. 1915

See also Advertising—Institutions

Cigar trade

See Advertising—Tobacco trade

Circulars

See Advertising—Mediums

Circus business

MacDonald, J. A. Advertising a circus. (In his *Successful advertising*, 1906, p. 335-340)

Cities

Carrington, J. B. Municipal advertising. (In Johnson, A. P. *Library of advertising*, 1911, v. 6, p. 291-305)

Cherington, P. T. What city advertising must do. (In his *Advertising as a business force*, 1913, p. 538-542)

Dench, E. A. Boosting cities and pleasure resorts by motion pictures. (In his *Advertising by motion pictures*, 1916, p. 92-97)

Farrington, F. Community development; making the small town a better place to live in and a better place in which to do business. 1915

Martin, M. Advertising a city. (In his *Advertising campaigns*, 1917, p. 303-305)

Shryer, W. A. Advertising a city. (In his *Analytical advertising*, 1912, p. 199-210)

Wilson, G. F. Civic house organ. (In his *House organ*, 1915, p. 187-190)

See also Associations—Commercial; *also* under Advertising the following subheads: Institutions; States

Clothing trade

Borsodi, W. Men's wear advertising; a collection of selling phrases, descriptions, and illustrated advertisements, as used by successful advertisers, to facilitate the expression of ideas and assist in the preparation of attractive advertising. 1910

Johnson, A. P. Men's wear displays; Advertising men's wear. (In his *Library of advertising*, 1911, v. 4, p. 42-44; v. 5, p. 213-233)

Low, F. M. How a men's store was advertised. (In *Advertising*, 1914, p. 159-162)

MacDonald, J. A. Clothing advertising; Advertising women's wearables; Clothing. (In his *Successful advertising*, 1906, p. 98-107; 115-117; 169-172)

See also under Advertising the following subheads: Dry goods trade; Hat trade; Tailoring trade

Coal trade

Borsodi, W. Coal advertising; a collection of selling phrases, descriptions, and illustrated advertisements, as used by successful advertisers, to facilitate the expression of ideas and assist in the preparation of attractive advertising. 1910

Advertising—Coal trade—Continued

Edgar, A. E. Coal. (In his How to advertise a retail store, 1913, p. 283-286)

Hull, A. M. Practical plans for getting new business; a book of helpful hints for retail coal merchants. 1916

Color

See under Advertising the following subheads: Mediums; Technique

Confectionery trade

Borsodi, W. Candy. (In his Tobacconists' advertising, 1910, p. 55-65)

Farrington, F. Starting up the candy business. (In his Making a drug store pay, 1914, p. 56-69)

See also under Advertising the following subheads: Baking trade; Food trade

Copy

See Advertising—Technique

Cuts

See Advertising—Technique

Dairy industry

Clifford, W. G. Direct advertising for dairies and creameries. (In his Building your business by mail, 1914, p. 185-193)

Hawkins, G. H. E. Ready-made advertisements: milk companies. (In his Newspaper advertising, 1914, p. 97)

See also Advertising—Poultry business

Dentists' offices

MacDonald, J. A. Dental advertising. (In his Successful advertising, 1906, p. 342-345)

Department stores

See under Advertising the following subheads: Retail stores; Special sales; name of specific retail trade or business

Directories

In list under "Directories, Trade, etc." see No. 5, 78, 83, 98, 99, 106, 133, 138, 161, 237

See also subhead Directories under: Bill posting trade; Newspaper business; Periodicals; Trade marks and trade names

Display

See Advertising—Technique

Drug stores

Eight sales plans that won new trade. (In Making your store work for you, 1917, p. 120-125)

Farrington, F. Making a drug store pay. 1914

— Retail advertising for druggists and stationers. 1901

Smith, C. A. Advertising a drug business. (In Johnson, A. P. Library of advertising, 1911, v. 5, p. 257-305)

Dry goods trade

Advertising drapery goods. (In Murphy, W. S. Modern drapery and allied trades, 1915, v. 3, p. 131-162)

Dench, E. A. Bringing out the individuality of dry goods by motion pictures. (In his Advertising by motion pictures, 1916, p. 85-91)

See also under Advertising the following subheads: Retail stores; Special sales; name of specific retail trade or business

Electric light and power companies

McJunkin, W. D. Advertising of electric light and power. (In Johnson, A. P. Library of advertising, 1911, v. 5, p. 347-353)

Seabrook, A. H. General publicity, etc. (In his Management of public electric supply undertakings, 1913, p. 135-140)

See also Advertising—Public service corporations

Electrical supply trade

Electrical merchandising. How to sell electrical labor-saving appliances; 119 tested plans for the electric store; window display, show cases, shelves and tables; arrangement, advertising, prospects, demonstrations, training clerks, planning sales, management. 1918

Encyclopedias and dictionaries

Glossary of the principal terms used in advertising. (In Harmsworth business library, v. 5, p. 281-287)

Mahin, J. L. Advertisers' dictionary. (In Mahin's advertising data book, 1916, p. 53-71)

Export trade

See Export trade—Advertising

Farm machinery

See Advertising—Agricultural implements and machinery trade

Advertising—*Continued***Farm produce**

See under Advertising the following subheads: Dairy industry; Food trade; Poultry business

Financial

See Encyclopedias and dictionaries—Investments; *also* under Advertising the following subheads: Banks; Bond houses; Building and loan associations; Insurance; Real estate business; Stock brokerage business

Follow up records

See Advertising—Records and statistics

Food trade

DeWeese, T. A. Advertising food and drink products. (In his *Principles of practical publicity*, 1908, p. 155-164)

Strong, E. K. Consideration of breakfast food appeals. (In his *Relative merit of advertisements*, 1911, p. 30-45)

See *also* under Advertising the following subheads: Baking trade; Confectionery trade; Dairy industry; Grocery trade; Hotels; Poultry business; Restaurant business

Fruit trade

See Advertising—Food trade

Furniture trade

Borsodi, W. House furnishings advertising; a collection of selling phrases, descriptions, and illustrated advertisements, as used by successful advertisers, to facilitate the expression of ideas and assist in the preparation of attractive advertising. 1910

Int. cor. schools. Furniture. (In its *Advertisement display*, 1909, sec. 15, p. 16-24)

Schaeffer, G. R. Advertising furniture. (In Johnson, A. P. *Library of advertising*, 1911, v. 5, p. 139-168)

Gas companies

Edgar, A. E. Gas and electricity. (In his *How to advertise a retail store*, 1913, p. 319-322)

See *also* under Advertising—Public service corporations

Glove trade

Borsodi, W. Gloves. (In his *Men's wear advertising*, 1910, p. 49-55; 118)

Grocery trade

Borsodi, W. Groceries; flour. (In his *Coal advertising*, 1910, p. 32-33; 109-115)

—Grocery advertising; a collection of selling phrases, descriptions and illustrated advertisements as used by successful advertisers to facilitate the expression of ideas and assist in the preparation of attractive advertising. 1910

Int. cor. schools. Groceries. (In its *Advertisement display*, 1909, sec. 15, p. 29-35)

See *also* under Advertising the following subheads: Baking trade; Food trade

Hardware trade

Borsodi, W. Hardware. (In his *Coal advertising*, 1910, p. 39-55)

—Hardware. (In his *House furnishings advertising*, 1910, p. 87-109)

Int. cor. schools. Hardware. (In its *Advertisement display*, 1909, sec. 15, p. 1-9)

McAllister, T. W. Advertising and sales plans. (In his *Making more profits from hardware*, 1918, p. 40-68)

Paris, B. J. Hardware advertising for the retailer. 1913

Hat trade

Borsodi, W. Men's hats. (In his *Men's wear advertising*, 1910, p. 16-31; 124-128)

Edgar, A. E. Hats and caps. (In his *How to advertise a retail store*, 1913, p. 330-333)

History

Sampson, H. History of advertising from the earliest times. 1874

Hotels

Heaton, L. L. Hotel and resort advertising. (In Johnson, A. P. *Library of advertising*, 1911, v. 6, p. 267-289)

See *also* under Advertising the following subheads: Food trade; Restaurant business

Housefurnishings trade

Borsodi, W. House furnishings advertising; a collection of selling phrases, descriptions, and illustrated advertisements, as used by successful advertisers, to facilitate the expression of ideas and assist in the preparation of attractive advertising. 1910

Advertising—House furnishings trade—*Cont.*
Kastor, E. H. Selling merchandise direct.
(In his *Advertising*, 1918, p. 272-279)
See also Advertising—Pottery trade

Illustrations

See under *Advertising* the following subheads: Mediums; Technique

Institutions

Clifford, W. G. Direct advertising for public and semi-public institutions. (In his *Building your business by mail*, 1914, p. 137-149)

See also under *Advertising* the following subheads: Churches; Schools and colleges; Y.M.C.A., etc.

(of) Insurance

Clifford, W. G. Direct advertising for insurance companies. (In his *Building your business by mail*, 1914, p. 99-109)

Fowler, N. C., jr. *Advertising*. (In Dunham, H. P. *Business of insurance*, 1912, v. 3, p. 242-255)

MacGregor, T. D. Insurance advertising. (In his *Pushing your business*, 1909, p. 145-157)

Young, J. R. Publicity in insurance. (In *National convention of insurance commissioners. Proceedings*, 1917, p. 275-284)

Investments

See under *Advertising* the following subheads: Bond houses; Stock brokerage business

Jewelry trade

Borsodi, W. Jewelry advertising; a collection of selling phrases, descriptions, and illustrated advertisements, as used by successful advertisers, to facilitate the expression of ideas and assist in the preparation of attractive advertising. 1910

Int. cor. schools. Jewelry. (In its *Advertisement display*, 1909, sec. 15, p. 9-15)

See also Advertising—Optical trade

Jobbing, commission business, etc.

Curtis pub. co. *Advertising and the jobber*. (In its *Selling forces*, 1913, p. 133-144)

How to advertise to win; Direct advertising that hits its mark. (In *How to run a wholesale business at a profit*, 1918, p. 64-94)

Swinney, J. B. *Advertising*. (In his *Merchandising*, 1917, p. 80-89)

See also subheads for name of specific trade or business under *Advertising*

Laundry business

Clifford, W. G. Direct advertising for launderers and cleaners. (In his *Building your business by mail*, 1914, p. 150-157)

Int. cor. schools. *Laundries*. (In its *Advertisement display*, 1909, sec. 15, p. 39-44)

Law

See Law—*Advertising*

Layout

See Advertising—*Technique*

Leather goods trade

See Advertising—*Trunk trade*

Letters

See Commercial correspondence—*Sales*

Lumber trade

Advertising that wins business. (In *How to run a retail lumber business at a profit*, 1917, p. 177-194)

Murphy, C. D. *Advertising the lumber yard*. (In *Advertising*, 1914, p. 177-184)

Shaw, A. W., Co., *How to increase sales*. (In their *Report on the profitable management of a retail lumber business*, 1918, pt. 2, p. 1-108)

(by) Mail

See Advertising—Mediums; *Commercial correspondence*—*Sales*; *Mailing lists*; *also* subhead *Directories* under name of specific trade or business

Mail order business

Barroll, E. C. *Right and the wrong way to advertise; Putting pep in your printing; Part the printer plays*. (In his *Making money in the mail order mint*, 1915, p. 14-18; 24-28; 36-38)

Calkins, E. E. *Mail order advertising*. (In his *Modern advertising*, 1912, p. 245-260)

DeWeese, T. A. *Mail-order advertising; Booklet in mail-order advertising; "Keying" mail-order advertisements*. (In his *Principles of practical publicity*, 1908, p. 118-125; 141-154)

Advertising—Mail order business—*Cont*

Edgar, A. E. How to advertise a retail store, including mail order advertising and general advertising; a complete and comprehensive manual for promoting publicity; illustrated with 500 original newspaper advertisements. 1913

Int. cor. schools. Mail order advertising. (In its Advertiser's handbook, 1910, p. 294-304)

Orange, G. J. Mail-order advertising. (In Harmsworth business library, v. 5, p. 209-224)

Rothschild, M. Mail order advertising. (In Johnson, A. P. Library of advertising, 1911, v. 5, p. 13-88)

Russell, T. Mail-order advertising. (In his Commercial advertising, 1919, p. 210-234)

See also subheads for name of specific trade or business under Advertising

Management

Babcox, E. S. Efficient advertising department and its systems. (In Johnson, A. P. Library of advertising, 1911, v. 2, p. 123-156)

Curtis pub. co. Machinery of advertising. (In its Selling forces, 1913, p. 55-65)

Galloway, L. Advertising department and its work. (In his Office management, 1918, p. 396-418)

Griffith, J. B. Advertising and sales organization. (In his Business management, 1910, v. 1, p. 121-190)

How much to spend for publicity. (In Attracting and holding customers, 1919, p. 53-70)

Ingersoll, W. H. Organizing and systematizing an advertising department. (In Sales promotion by mail, 1916, p. 179-273)

Lewis, E. S. Advertising manager. (In his Financial advertising, 1908, p. 652-667)

More sales through advertising; putting advertising on a profitable basis; fixing appropriations and planning campaigns; linking advertising with selling; getting better dealer cooperation. 1919 (Shaw selling series)

Sampson, E. Systematizing an advertising office. (In her Advertiser, 1918, p. 203-214)

See also Advertising—Records and statistics; *also* subhead Directories un-

der: Officials; name of specific trade or business

Management—Periodicals

See Offices—Management—Periodicals

Mediums

Advertising. (In Modern merchandising, 1910, v. 8)

Booklets and enclosures. (In Advertising and service, 1918, p. 141-153)

Bellamy, F. Effective magazine advertising. 1909

Bunting, H. S. Premium system of forcing sales, its principles, laws and uses. 1913

— Specialty advertising. 1914

Business training corporation. Course in business English, v. 10-11. 1916

Calkins, E. E. Sellers of space. (In his Business of advertising, 1915, p. 19-51)

Clifford, W. G. Building your business by mail; a compilation of successful direct advertising campaigns drawn from the experience records of 361 firms, representing every line of business. 1914

Dench, E. A. Advertising by motion pictures. 1916

DeWeese, T. A. Keeping a dollar at work; fifty "talks" on newspaper advertising, written for the N. Y. Evening Post. 1915

Dignan, F. W. Preparation of advertising circulars. 22p 1915 LaSalle 15c

Duce, H. C. Poster advertising. 1912

Francis, C. Evolution of the trade catalog. (In his Printing for profit, 1917, p. 152-163)

Galloway, L. Advertising mediums; Supplementary advertising aids. (In his Advertising, 1910, p. 117-206)

Graydon, S. Some notes on catalog making. 1909

Hawkins, G. H. E. Newspaper advertising; with reproductions of 1,000 advertisements; also ready-made advertisements, headings and catch phrases for retail business, and 58 pages of insert reproductions of advertisements, with comments. 1914

Int. cor. schools. Advertisement display; mediums; retail management; department store management. 1909

Johnson, A. P. Library of advertising. 6v 1911

For contents, see under Johnson, A. P. Library of advertising.

Advertising—Mediums—Continued

Jones, C. Outdoor publicity: Posters. (In his Handbook of advertising, 1913, p. 43-58)

Kastor, E. H. Catalogs and booklets. (In his Advertising, 1918, p. 195-209)

Lytle, J. H. Magazine advertising. 1914

MacFarlane, C. A. Principles and practice of direct advertising. 1915

McNaughton, F. Intensive selling; a comprehensive analysis of possibilities for increasing profitable sales through supplemental direct advertising methods—especially under present war-time conditions—by taking advantage of available distribution; based on definite tests; supplemented by the experiences of many advertisers. 1918

— More business through postcards; an exhaustive analysis of possibilities for intensively increasing profitable sales through return postcards. Drawn from the experiences and records of over one hundred firms, representing practically every line of business. 1917

Norton, S. V. Making your motor truck advertise your business. (In his Motor truck as an aid to business profits, 1918, p. 422-431)

Ostrander, W. M. Simplex plans for selling real estate; a successful system for finding buyers for farms, residences and building lots, no matter where they are located. 1917

Russell, T. Hall-mark of commerce; trade-marks and retail advertising; three main modes of advertising. (In his Commercial advertising, 1919, p. 146-209)

Sales promotion by mail, how to sell and how to advertise; a handbook of business building. 1916

Wasson, G. G. How to compile a catalog. 1915

See also Advertising—Analysis; Catalog making; Commercial correspondence—Form letters; Dealer help; House organs; Show cards; Telephone (commercial use); *also* subhead Directories under: Newspaper business; Periodicals

Mediums—Periodicals

Mailbag; a journal of direct mail advertising. Monthly

Novelty news; new ways to build up business, unique and original advertising ideas, inducement methods to stimulate sales, novel things, souvenirs, emblems, post cards. 1st of each month

Package advertiser; a journal of information and reference for large buyers of containers, equipment and supplies for the packaging and shipping departments. 15th of each month

Poster; an illustrated monthly magazine devoted to poster advertising and poster art. 1st of each month

Signs of the times; the national journal of display advertising. 1st of each month

Men's furnishing goods trade

See under Advertising the following subheads: Clothing trade; Hat trade

Motion pictures

Sargent, E. W. Picture theatre advertising. 1915

For the use of Motion pictures in Advertising *See* Advertising—Mediums

Motor trucks

See Advertising—Mediums

Municipal

See Advertising—Cities

Newspaper business

Chasnoff, J. E. Advertising for advertising. (In his Selling newspaper space, 1913, p. 115-133)

Dench, E. A. Advertising your newspaper with a motion picture. (In his Advertising by motion pictures, 1916, p. 131-135)

See also Advertising—Printing business

Newspapers

See Advertising—Mediums

Optical trade

Borsodi, W. Optical goods. (In his Jewelry advertising, 1910, p. 48-61)

See also Advertising—Jewelry trade

Organizations

See Advertising—(of) Associations

Outdoor

See Advertising—Mediums

Advertising—Continued**Painting and decorating trade**

Borsodi, W. Paint. (In his Coal advertising, 1910, p. 34-35; 116-118)

See also Advertising—Wall paper trade

Periodicals

See subhead Periodicals under: Advertising—Mediums; Advertising—Technique; for the use of Periodicals in Advertising *see* Advertising—Mediums

Photographer's business

Abel, J. C. Practical studio advertising; one hundred new and original advertisements, and many other effective business-getting ideas. 1916

Piano trade

Jenkins, H. Piano advertising. (In Johnson, A. P. Library of advertising, 1911, v. 5, p. 169-212)

Strong, E. K. Consideration of the data concerning piano advertisements. (In his Relative merit of advertisements, 1911, p. 28-29)

Pottery trade

Borsodi, W. Crockery and china. (In his House furnishings advertising, 1910, p. 21-31)

Int. cor. schools. Crockery. (In its Advertisement display, 1909, sec. 15, p. 44-46)

See also Advertising—House-furnishings trade

Poultry business

Brigham, A. A. Advertising. (In his Progressive poultry culture, 1908, p. 255-263)

Lewis, H. R. Advertising. (In his Productive poultry husbandry, 1913, p. 467-471)

Valentine, C. S. Advertising fancy stock. (In his Beginner in poultry, 1912, p. 364-380)

See also Advertising—Dairy industry

Printing business

Basford, H. M. How to advertise printing. 1915

Francis, C. Advertising the printing office. (In his Printing for profit, 1917, p. 194-205)

See also under Advertising the following subheads: Book trade; News-

paper business; Publishing trade; Stationery trade

Public service corporations

Clifford, W. G. Direct advertising for public service companies. (In his Building your business by mail, 1914, p. 110-123)

See also under Advertising the following subheads: Electric light and power companies; Gas companies; Railroads; Water transportation business

Publishing trade

Burnett, V. Publicity. (In Hitchcock, F. H. Building of a book, 1906, p. 269-291)

Clifford, W. G. Direct advertising for publishers. (In his Building your business by mail, 1914, p. 167-184)

See also under Advertising the following subheads: Book trade; Newspaper business; Printing business

Railroads

Cherington, P. T. Railway advertising. (In his Advertising as a business force, 1913, p. 542-551)

Dench, E. A. Advertising railroads by the movies. (In his Advertising by motion pictures, 1916, p. 98-104)

DeWeese, T. A. Railway and steamship advertising. (In his Principles of practical publicity, 1908, p. 182-191)

See also Advertising—Public service corporations

Real estate business

Day, J. P. Real estate advertising that pulls. (In Advertising, 1914, p. 169-176)

Dench, E. A. Selling real estate by the film. (In his Advertising by motion pictures, 1916, p. 233-237)

MacGregor, T. D. Real estate advertising. (In his Pushing your business, 1909, p. 121-144)

Orr, E. G. Real estate broker's cyclopedia; a compilation of selling plans, advertising phrases, practical methods, general information; a collection of suggestions, arguments, contract forms, building specifications and land measurements; also short talks on renting, insurance, contracts, banking, partnership, sub-divisions, advertising and selling; including hints and helps on

Advertising—Real estate business—*Cont*
how to draw leases, mortgages, liens,
options and contracts; authentic, com-
prehensive, up-to-date. 1911

Ostrander, W. M. Simplex plans for
selling real estate; a successful system
for finding buyers for farms, residences,
and building lots, no matter where they
are located. 1917

Records and statistics

Copeland, M. T. Sales and advertising
statistics. (In his *Business statistics*,
1917, p. 178-401)

Dana, J. C. Modern American library
economy: Picture collection, revised by
J. C. Dana and B. Gardner. 1917

Ellis, L. W. Data on advertising depart-
ment records. (Supplementary to *Lef-*
figwell, W. H. *Scientific office man-*
agement, 1917)

How to control inquiry and order cost;
Advertisement files and records. (In
Advertising, 1914, p. 143-150; 195-216)

Int. cor. schools. Keeping of records.
(In its *Advertisement display*, 1909,
sec. 17, p. 60-66)

Leffingwell, W. H. Checking up on the
advertising. (In his *Making the office*
pay, 1918, p. 309-327)

Parsons, C. C. Advertising department
records. (In his *Office organization*
and management, 1917, p. 207-220)

Schulze, J. W. Records for advertising
and sales department. (In his *Amer-*
ican office, 1914, p. 299-319)

Shryer, W. A. Advertising record keep-
ing. (In his *Analytical advertising*,
1912, p. 87-96)

See also Advertising—Analysis; Fil-
ing; Filing—Cuts; Indexing; Statistics
(theory and practice)

Restaurant business

Int. cor. schools. Restaurants. (In its
Advertisement display, 1909, sec. 15,
p. 35-39)

Westbrooke, M. E. Successful restaurant
publicity; one hundred ways to get the
business. 1915

See also under Advertising the fol-
lowing subheads: Food trade; Hotels

Retail stores

Attracting and holding customers; how
publicity can bring customers; finding
and holding your trade; what to tell
your customers. 1919 (Shaw retailing
series)

Bird, T. A. Sales plans; a collection of
three hundred and thirty-three success-
ful ways of getting business including a
great variety of practical plans that
have been used by retail merchants to
advertise and sell goods. 1906

Calkins, E. E. Selling at retail. (In his
Business of advertising, 1915, p. 268-
328)

Chaney, A. G. Advertising construction
simplified. 3d ed 1913

Cherington, P. T. Advertising and the
distribution system. (In his *Advertis-*
ing book, 1916, p. 3-287)

— Regular retailer; Advertising prob-
lems of the new types of retailer. (In
his *Advertising as a business force*,
1913, p. 119-205)

Dench, E. A. Advertising your depart-
ment store by motion pictures. (In his
Advertising by motion pictures, 1916,
p. 238-242)

Edgar, A. E. How to advertise a retail
store, including mail order advertising,
and general advertising; a complete
and comprehensive manual for pro-
moting publicity; illustrated with 500
original newspaper advertisements.
1913

Farrington, F. Retail advertising—com-
plete. 1910

Field, C. C. Co-operation in advertising
and displays. (In his *Retail buying*,
1917, p. 192-210)

Galloway, L. Problems of the retailer.
(In his *Advertising*, 1910, p. 207-230)

Hawkins, G. H. E. Newspaper advertis-
ing; with reproductions of 1,000 adver-
tisements; also ready-made advertise-
ments, headings and catch phrases for
retail business, and 58 pages of in-
sert reproductions of advertisements,
with comments. 1914

Hotchkin, W. R. Constructive advertis-
ing policies. (In his *Making more*
money in store-keeping, 1917, p. 218-
299)

— Manual of successful store keeping.
1915

Int. cor. schools. Retail advertising. (In
its *Advertiser's handbook*, 1910, p. 214-
236)

— Retail management. (In its *Adver-*
tisement display, 1909, sec. 13-17)

— Retail merchandizing. (In its *Sales-*
man's handbook, 1913, p. 86-111)

Advertising—Retail stores—Continued

Johnson, A. P. Advertising a retail store; Short talks on advertising as applied to the retailer and his problems. (In his Library of advertising, 1911, v. 3, p. 189-243; 245-334)

MacDonald, J. A. Successful advertising; how to accomplish it; a practical work for advertisers and business men. 1906

Mahin, J. L. Retail advertising—Preparation; Retail advertising—Methods and mediums; Retail advertising—Making good. (In his Advertising, selling the consumer, 1919, p. 151-179)

Making more out of advertising; pulling bigger returns from your advertising; how to handle advertising details; reaching new markets with advertising. 1919 (Shaw retailing series)

Making your store work for you; with photographs of unusually successful stores, display counters, and floor plans, together with detailed descriptions of ways and plans that hundreds of successful merchants have used to increase profits. 1917

Nystrom, P. H. Retail advertising. (In his Retail selling and store management, 1919, p. 241-252)

Swinney, J. B. Advertising and displays. (In his Merchandising, 1917, p. 269-282)

Wilson, G. F. House organ of the retailer. (In his House organ, 1915, p. 168-181)

See also House organs; Window dressing; *also* under Advertising the following subheads: Dry goods trade; Mail order business; Special sales; name of specific retail trade or business

Salesmanship

See Salesmanship—(of) Advertising

Saving banks

See Advertising—Banks

(of) School and colleges

Hawkins, G. H. E. Ready-made advertisements: business colleges. (In his Newspaper advertising, 1914, p. 77)

MacDonald, J. A. Advertising a school. (In his Successful advertising, 1906, p. 353-355)

See also Advertising—Institutions

Securities

See under Advertising the following subheads: Bond houses; Stock brokerage business

Selling of

See Salesmanship—(of) Advertising

Shipping business

See Advertising—Water transportation business

Shoe trade

Borsodi, W. Footwear advertising; a collection of selling phrases, descriptions, and illustrated advertisements as used by successful advertisers to facilitate the expression of ideas and assist in the preparation of attractive advertising. 1910

Crawford, W. R. Advertising boots and shoes. (In Johnson, A. P. Library of advertising, 1911, v. 5, p. 235-255)

Dench, E. A. Selling shoes by motion pictures. (In his Advertising by motion pictures, 1916, p. 136-139)

Evans, A. L. Retail shoe store advertising. (In his Educational training course; retail shoe salesmen's guide, 1912, p. 121-143)

Soap trade

Pearce, C. S. Advertising a national brand of soap. (In Johnson, A. P. Library of advertising, 1911, v. 5, p. 307-325)

Strong, E. K. Consideration of soap advertising appeals; study of 50 Packers' tar soap advertisements. (In his Relative merit of advertisements, 1911, p. 46-81)

Special sales

Edgar, A. E. Advertising special sales. (In his How to advertise a retail store, 1913, p. 203-211)

How progressive stores handle special sales publicity. (In Attracting and holding customers, 1919, p. 179-230)

See also Advertising—Retail stores

(of) Specialties

MacDonald, J. A. Advertising specialties. (In his Successful advertising, 1906, p. 250-252)

Advertising—Continued**Sporting goods trade**

Borsodi, W. Fishing tackle; athletic and sporting goods. (In his *Tobacconists' advertising*, 1910, p. 49-54)

States

Martin, M. Advertising a state. (In his *Advertising campaigns*, 1917, p. 305-307)

See also under Advertising the following subheads: Cities; Institutions

Stationery trade

Farrington, F. Chapter on stationery. (In his *Making a drug store pay*, 1914, p. 70-85)

See also under Advertising the following subheads: Book trade; Printing business

Stock brokerage business

Clifford, W. G. Direct advertising for stock brokers. (In his *Building your business by mail*, 1914, p. 158-166)

MacGregor, T. D. Investment advertising. (In his *Pushing your business*, 1909, p. 105-120)

See also Advertising—Bond houses

Stove trade

Eddy, C. A. Advertising stoves and ranges. (In Johnson, A. P. *Library of advertising*, 1911, v. 5, p. 327-346)

Street car

See Advertising—Mediums

Tailoring trade

Borsodi, W. Merchant-tailoring. (In his *Men's wear advertising*, 1910, p. 71-80)

Hawkins, G. H. E. Ready-made advertisements: tailors. (In his *Newspaper advertising*, 1914, p. 106)

MacDonald, J. A. Advertising a merchant tailoring business. (In his *Successful advertising*, 1906, p. 150-152)

See also Advertising—Clothing trade

Technique

Advertising artists. Solving advertising art problems; reproductions of and explanatory comments on 250 designs of advertising art which have been unusually successful in helping the sale of a wide variety of merchandise. 1919

Borsodi, W. Advertiser's cyclopedia of selling phrases; a collection of advertising short talks as used by the most successful merchants and advertisement writers, classified and arranged so as to facilitate the expression of ideas and assist merchants in general lines of business and specialists in special lines in the preparation and compilation of advertising copy. 1909

Buckley, Dement & Company. Mail advertising statistics. (In their *Mail advertising data book*, 1916, p. 27-38)

Calkins, E. E. Creative work of advertising; Selling at retail. (In his *Business of advertising*, 1915, p. 202-328)

DeWeese, T. A. "Copy" the soul of advertising; What is good advertising "copy"; The bull's-eye method in advertising; "Reason-why copy". (In his *Principles of practical publicity*, 1908, p. 24-61)

Elliott, H. P. Direct by mail advertising. 53p 1915 Elliott Co., Albany St., Cambridge, Mass.

Farrar, G. P. Typography of advertisements that pay; how to choose and combine type faces, engravings and all the other mechanical elements of modern advertisement construction. 1917

French, G. Getting the copy ready. (In his *How to advertise*, 1917, p. 233-251)

Galloway, L. Advertising technique; Constructing an advertisement. (In his *Advertising*, 1910, p. 58-116)

Hall, S. R. Writing an advertisement, methods and mental process in the writing of successful advertising. 1915

Int. cor. schools. Advertisement display; mediums; retail management; department store management. 1909

— Advertisers' handbook; plans, copy, typography, illustration, mediums, management. 1910

— Advertising; copy for advertisements; correct and faulty diction; punctuation and editing; type and type measurements; layouts; proofreading.

Kastor, E. H. Effective copy. (In his *Advertising*, 1918, p. 59-90)

Mahin, J. L. Mahin's advertising data book; facts and statistics in condensed form for the man who has advertising and merchandising problems to solve. 1916

Advertising—Technique—Continued

Russell, T. Copy-writing and the practical psychology of advertising. (In his *Commercial advertising*, 1919, p. 118-145)

Selecting mediums and preparing copy. (In *Advertising and service*, 1918, p. 51-72)

Sherbow, B. Making type work. 1916

Tipper, H. Advertising; a practical presentation of the principles underlying the planning of successful advertising campaigns and the preparation of advertising copy. 1914 (Alex. Ham. inst. Mod. bus. v. 4)

— Advertising copy; Advertising display. (In his *Advertising*, 1919, p. 149-398)

Tregurtha, C. M. Craft of silent salesmanship; a guide to advertisement construction.

Trezise, F. J. Typography of advertising. 1911

Writing copy that pulls; Illustrations that attract. (In *Making more out of advertising*, 1919, p. 1-42)

See also Catalog making; English language; Proofreading; Style books

Technique—Periodicals

Advertising age and mail order journal. 20th of each month

Advertising and selling. Weekly

Advertising world; a publication for the retail advertiser and for the manufacturer of the goods he sells. (also Retail) 15th of each month

Associated advertising. Monthly

Editor and publisher. Thursdays

Fourth estate; a newspaper for the makers of newspapers and investors in advertising. Saturdays

Judicious advertising; a magazine of general advertising principles and review. Monthly

Postage. Monthly

Printers' ink. Weekly

Printers' ink monthly. 1st of each month

Theatres

See Advertising—Motion pictures

Tobacco trade

Borsodi, W. Tobacconists' advertising; a collection of selling phrases, descriptions, and illustrated advertisements, as used by successful advertisers, to

facilitate the expression of ideas and assist in the preparation of attractive advertising. 1910

Farrington, F. How I pushed cigars. (In his *Making a drug store pay*, 1914, p. 49-56)

MacDonald, J. A. Advertising cigars, pipes, and smokers' articles. (In his *Successful advertising*, 1906, p. 147-148; 167-169)

Tractor trade

See under Advertising the following subheads: Agricultural implements and machinery trade; Automobile trade

Trunk trade

Borsodi, W. Trunks, suit cases and bags. (In his *Men's wear advertising*, 1910, p. 65-70)

Edgar, A. E. Trunks and bags. (In his *How to advertise a retail store*, 1913, p. 356-358)

Trust companies

See Advertising—Banks

Typography

See Advertising—Technique; Style books

Umbrella trade

Borsodi, W. Umbrellas. (In his *Men's wear advertising*, 1910, p. 60-64)

Wall paper trade

Lyons, A. E. Speed talks; a series of advertisements and speed-up letters to salesmen expressive of the modern business building spirit. 1910

See also Advertising—Painting and decorating trade

Water transportation business

DeWeese, T. A. Railway and steamship advertising. (In his *Principles of practical publicity*, 1908, p. 182-191)

Y.M.C.A., etc.

Smith, H. H. Publicity and progress; twentieth century methods in religious, educational and social activities. 1915

See also under Advertising the following subheads: Associations; Institutions

Advertising. 1914 Shaw \$2

Advertising and service. 1918 (Shaw banking series) Shaw \$3

Advertising artists

Solving advertising art problems. 1919
Adv. art \$1.50

Advertising cards. See Show cards

Advertising department. See under Advertising the following subheads: Management; Records and statistics

Aeronautics

Associations

See Associations—Directories—Aeronautics

Aeroplane industry. See Aircraft industry

Afghanistan

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Africa

See also Abyssinia; Egypt; Law—Foreign; South Africa; Statistics

Bibliography

Foreign countries; a list of books on foreign countries. Newark, N. J. Free public library, M. L. Prevost, comp. 25p 1918 U. S. Shipping board, Washington, D. C.

Training for foreign trade. 195p 1919 (U. S. Bureau of foreign and domestic commerce. Miscellaneous series, no. 97) Supt. of doc. 15c

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Economic conditions

Miscellaneous series. Issued irregularly. (U. S. Bureau of foreign and domestic commerce) Supt. of doc.

Special agents series. Issued irregularly. (U. S. Bureau of foreign and domestic commerce) Supt. of doc.

Special consular reports. Issued irregularly. (U. S. Bureau of foreign and domestic commerce) Supt. of doc.

Vose, E. N. Australasia and Africa. (In his World's markets from the point of view of American exporters, 1916, p. 119-129)

Agency business. See Jobbing, commission business, etc.; also subhead Agency business under: Advertising; Insurance

Agger, E. E.

Organized banking. 1918 Holt \$3

Agreements. See Law—Contracts

Agricultural commerce. Huebner, G. G. 1915

Agricultural implements and machinery trade

See also Commodities of commerce—Uses; Organization and administration; Statistics—Manufactures; also subhead Agricultural implements and machinery trade under: Advertising; Salesmanship; also notes on Sources of information under Trades

Directories

In list under "Directories, Trade, etc." see No. 57, 95, 190, 224

See also subhead Directories under: Machinery trade; Manufacturers; Tractor trade; Vehicle trade

Agriculture

Bailey, L. H. Cyclopedia of Amer. agriculture; a popular survey of agricultural conditions, practices and ideals in the U.S. and Canada. 4v 1917

Nourse, E. G. Agricultural economics, a selection of materials in which economic principles are applied to the practice of agriculture. 1916

See also Accounting—Farms; Agricultural implements and machinery trade—Directories; Associations—Directories—Agricultural; Butter trade; Cooperative selling; Cost accounts—Dairy industry; Cost accounts—Farms; Dairy industry; Fertilizer trade; Fruit trade; Grain trade; Organization and administration; Produce dealers; Produce exchanges; Speculation—Agricultural products; Statistics—Agriculture; also subheads under: Bee industry; Farm produce; Poultry business; Prices (Market); also notes on Sources of information under Trades

Aiken, C. R.

Millinery department. 1918 (Department store merchandise manuals) Ronald \$1.50

Aircraft industry

See also Organization and administration; also notes on Sources of information under Trades

Bibliography

Aeronautic bibliography. In list under "Directories, Trade, etc." see No. 4

Aircraft industry—Continued**Directories**

In list under "Directories, Trade, etc." see No. 96

See also Associations—Directories—Aeronautics; also subhead Directories under: Aviators; Manufacturers

Encyclopedias and dictionaries

Glossary of aeronautical terms. In list under "Directories, Trade, etc." see No. 96

Pagé, V. W. Glossary of aviation terms; termes d'aviation; English-French, illustrated; Français-Anglais, illustré; lists of aviation terms in general use, given in French, with English equivalents and in English, with corresponding French words. 1917

Periodicals

Automotive industries, the automobile. Weekly

Akers, C. E.

Rubber industry in Brazil and the Orient. 1914 Methuen 6s

Alaska**Directories**

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Albania**Directories**

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Alcorn, E. G.

Duties and liabilities of bank directors. 1915 U. S. bank note co. \$1.50

Aldrich plan in the light of modern banking. Bendix, L. 1912

Alexander, W.

Life insurance company. 1905 Appleton \$1.50

— Successful agent. 1917 Spectator \$2

Alexander Hamilton institute

Publications of this institute not for sale by pub. except in their own students. May often be bought second-hand.

Modern business. 1910

- v 1 Economics. E. S. Mead.
- v 2 pt 1 Business organization. L. Galloway.
- pt 2 Business correspondence. G. B. Hotchkiss.
- pt 3 Transportation. J. Mavor.

- v 3 Accounting theory and practice. L. Greendlinger.
- v 4 Corporation finance. W. H. Lough.
- v 5 Money and banking. E. D. Howard.
- v 6 pt 1 Banking practice. H. M. Jefferson.
- pt 2 Foreign exchange. F. Escher.
- v 7 Investment and speculation. T. Conway.
- v 8 pt 1 Fire insurance. E. R. Hardy.
- pt 2 Real Estate. W. Lindner.
- v 9 pt 1 Advertising. L. Galloway.
- pt 2 Selling and buying. R. S. Butler.
- pt 3 Credit and the creditman. L. Galloway.
- v 10 Accounting systems. E. P. Moxey.
- v 11 pt 1 Auditing. S. Walton.
- pt 2 Cost accounts. S. W. Gilman.
- v 12 Commercial law. C. W. Gerstenberg.

Modern business. 1914

- v 1 Economics. E. S. Meade.
- v 2 Business organization and business management. L. Galloway.
- v 3 pt 1 Marketing methods. R. S. Butler.
- pt 2 Selling. H. F. DeBower.
- pt 3 Sales management. H. F. DeBower.
- v 4 Advertising. H. Tipper.
- v 5 pt 1 Business correspondence. G. B. Hotchkiss.
- pt 2 Credit and the credit man. P. P. Wahlstad.
- pt 3 Traffic. P. B. Kennedy.
- v 6 Accounting practice. L. Greendlinger.
- v 7 pt 1 Auditing. S. Walton.
- pt 2 Cost finding. D. S. Kimball.
- v 8 Corporation finance. W. H. Lough.
- v 9 pt 1 Banking principles. J. F. Johnson.
- pt 2 Banking practice. H. M. Jefferson.
- pt 3 Foreign exchange. F. Escher.
- v 10 Investment and speculation. T. Conway.
- v 11 pt 1 Insurance. E. R. Hardy.
- pt 2 Real estate. W. Lindner.
- v 12 Commercial law. C. W. Gerstenberg.

Modern business. 1917

- v 1 Business and the man. J. F. Johnson.
- v 2 Economics and business. J. F. Johnson and F. L. McVey.
- v 3 Organization and control. C. W. Gerstenberg.
- v 4 Factory and office administration. L. Galloway.
- v 5 Marketing methods. R. S. Butler.
- v 6 Advertising principles. H. F. DeBower.
- v 7 Salesmanship and sales management. J. G. Jones.
- v 8 Credit and the credit man. P. P. Wahlstad.
- v 9 Accounting principles. T. W. Mitchell.
- v 10 Cost finding. D. S. Kimball.
- v 11 Corporation finance. W. H. Walker.
- v 12 Business correspondence. H. McJohnston.
- v 13 Advertising campaigns. M. Martin.
- v 14 Railway traffic. E. J. Clapp.
- v 15 Foreign trade and shipping. E. W. Zimmermann.
- v 16 Banking. M. B. Foster.
- v 17 Domestic and foreign exchange. E. L. S. Patterson.
- v 18 pt 1 Insurance. E. R. Hardy.
- pt 2 Real Estate. W. Lindner.
- v 19 Merchandising. J. B. Swinney.
- v 20 Exchanges and speculation. A. W. Atwood.
- v 21 Accounting practice and auditing. J. T. Madden.
- v 22 Financial business statements. L. Greendlinger.
- v 23 Investment. E. D. Jones.
- v 24 Business and the government. J. W. Jenks.

Alexandrow, A.

Complete Russian-English dictionary. 2v 1885 Russian \$14

Algebra

Wentworth, G. Commercial algebra. 2v
1917 (Wentworth-Smith mathematical
series)

See also Arithmetic; Tables, form-
ulae, etc.

Algeria

Directories

See lists under Directories—Foreign;
Directories—Foreign, with subdivision
for proper continent

Allebach, R. K. S.

Fire insurance agent and his agency.
1909 Spectator \$1

Allen, C. F.

Business law for engineers. 1917
McGraw \$3

Allen, C. R.

Instructor, the man and the job. 1919
Lippincott \$1.50

Allen, F. J.

Advertising as a vocation. 1919 Mac-
millan \$2

— Business employments. 1916 Ginn
\$1

— Shoe industry. 1916 Vocation bur.
\$1.25

Allen, G.

Science of accounts made clear and sim-
ple. 1909 Allen \$1

Allen, I. R.

Personal efficiency, applied salesmanship
and sales administration. 1915 La
Salle \$2

Almanach commercial Brasileiro. Ole-
gario Ribeiro & Co, Rua Direita 27,
Sao Paulo, Brazil \$3 imp.

Almanach Hachette. Librairie Hachette,
79 Boulevard Saint-Germain, Paris

Alphabets. See Show cards

Althouse, C. O.

Business letters. 1910 Penn 50c

Altmaier, C. L.

Commercial correspondence and postal
information. 1914 (Macmillan's com-
mercial series) Macmillan 70c

Ambassadors. See Officials—Directories—
Consuls

American academy of political and social
science

Amer. produce exchange markets. 1911
\$1.50

✓ Industries in readjustment. 1919 \$1

Insurance. 1905 \$1.50

Personnel and employment problems in
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- v 2 Principles of classification, committees,
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- v 3 Application of classification—principles
applied.
- v 4 Application of tariffs—official.
- v 5 Application of tariffs—Western.
- v 6 Application of tariffs—Southern.
- v 7 Application, construction and interpreta-
tion of tariffs.
- v 8-10 Special freight services and allow-
ances.
- v 11 Express and parcel post services.
- v 12 Bills of lading laws and forms—rail-
road organization.
- v 13 Industrial traffic departments—organi-
zation and management.
- v 14-15 Interstate commerce law.
- v 16 Construction of rates—official.
- v 17 Construction of rates—Western.
- v 18 Construction of rates—Southern.
- v 19 Construction of rates—intrastate.
- v 20-22 Rate adjustments—principles and ap-
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- v 23 Law of common carriers—interstate
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- v 25 Industry and commerce, domestic and
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Landscape—Directories

In list under "Directories, Trade, etc." see No. 13

See also *Associations—Directories—Horticulture*; *also* subhead *Directories* under: *Florist business*; *Parks*

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Naval—Directories

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Architecture

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See lists under Directories—Foreign;
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letin; Annual cumulated bulletin, bound. Public Affairs Information Service, 958 University Ave., N. Y. Price on application to publisher.

Indexes periodicals, pamphlets, reports, government documents, etc., chiefly on business, social and legislative subjects; indexes typewritten material, bibliographies, etc., and furnishes copies at 5c per sheet, single space, plus 10c for each manuscript ordered; notes new organizations and gives advance notice of association meetings; maintains research department.

Societies and associations. (In *Brooklyn daily eagle almanac Annual*.)

World convention dates; an authoritative monthly bulletin of advance information; international, national, state and interstate conventions of fraternal, labor, trade organizations; religious, educational, musical, patriotic, learned societies; women's clubs, fairs and expositions. Monthly

See also subhead for name of specific trade or business under: Associations—Directories

Directories—Aeronautics

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Directories—Agricultural

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Directories—Automobile trade

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Directories—Charities

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see No. 26

Directories—Chemical

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see No. 27

Directories—Clothing trade

In list under "Directories, Trade, etc."
see No. 94

See also under Associations—Directories the following subheads: Hat trade; Shoe trade; Textile trade

Directories—Commercial

In list under "Directories, Trade, etc."
see No. 61, 209, 222

Directories—Dental

In list under "Directories, Trade, etc."
see No. 184

Directories—Educational

In list under "Directories, Trade, etc."
see No. 90, 106, 178

Directories—Electrical supply trade

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Directories—Export Trade

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Directories—Fertilizer trade

In list under "Directories, Trade, etc."
see No. 12

See also Associations—Directories—Agricultural

Directories—Florist business

In list under "Directories, Trade, etc."
see No. 13

See also under Associations—Direc-

tories the following subheads: Nursery trade; Seed trade

Directories—Game protection

In list under "Directories, Trade, etc."
see No. 79

Directories—Gas companies

In list under "Directories, Trade, etc."
see No. 45, 102, 180

Directories—Geological

In list under "Directories, Trade, etc."
see No. 27

Directories—Glass trade

In list under "Directories, Trade, etc."
see No. 14

Directories—Grocery trade

In list under "Directories, Trade, etc."
see No. 229

Directories—Hardware trade

In list under "Directories, Trade, etc."
see No. 146

Directories—Hat trade

In list under "Directories, Trade, etc."
see No. 16

See also Associations—Directories—Clothing trade

Directories—Horticulture

In list under "Directories, Trade, etc."
see No. 13

Directories—Insurance

In list under "Directories, Trade, etc."
see No. 115, 116, 195

Directories—Investment brokers

In list under "Directories, Trade, etc."
see No. 121

Directories—Lace trade

In list under "Directories, Trade, etc."
see No. 44

Directories—Leather trade

In list under "Directories, Trade, etc."
see No. 110, 211

Directories—Library

In list under "Directories, Trade, etc."
see No. 18

See also Associations—Directories—Educational

Directories—Machinery trade

In list under "Directories, Trade, etc."
see No. 91

Associations—*Continued*

Directories—Medical

In list under "Directories, Trade, etc."
see No. 19, 144, 185

Directories—Mineralogical

In list under "Directories, Trade, etc."
see No. 27

Directories—Music trade

In list under "Directories, Trade, etc."
see No. 100

Directories—Musical

In list under "Directories, Trade, etc."
see No. 120

Directories—Nursery trade

In list under "Directories, Trade, etc."
see No. 13

See also under Associations—Directories the following subheads: Florist business; Seed trade

Directories—Oil trade

In list under "Directories, Trade, etc."
see No. 180

Directories—Optical

In list under "Directories, Trade, etc."
see No. 41

Directories—Paper box trade

In list under "Directories, Trade, etc."
see No. 153

Directories—Paper trade

In list under "Directories, Trade, etc."
see No. 135, 162, 177

Directories—Printing business

In list under "Directories, Trade, etc."
see No. 192

Directories—Professional

See under Associations—Directories the following subheads: Architectural; Art; Chemical; Dental; Educational; Geological; Horticulture; Library; Medical; Mineralogical; Musical

Directories—Railroads

In list under "Directories, Trade, etc."
see No. 175, 183

Directories—Rubber trade

In list under "Directories, Trade, etc."
see No. 187

Directories—Seed trade

In list under "Directories, Trade, etc."
see No. 13

Directories—Shipbuilding trade

In list under "Directories, Trade, etc."
see No. 81

Directories—Shoe trade

In list under "Directories, Trade, etc."
see No. 211

See also Associations—Directories—Clothing trade

Directories—Stock exchanges

In list under "Directories, Trade, etc."
see No. 34

Directories—Telephone industry

In list under "Directories, Trade, etc."
see No. 218

Directories—Textile trade

In list under "Directories, Trade, etc."
see No. 94, 164

See also Associations—Directories—Clothing trade

Directories—Tuberculosis

In list under "Directories, Trade, etc."
see No. 228

Directories—Vehicle trade

In list under "Directories, Trade, etc."
see No. 231

Directories—Water transportation business

In list under "Directories, Trade, etc."
see No. 134, 203

Asylums

Directories

In list under "Directories, Trade, etc."
see No. 185

See also subhead Directories under: Charities; Hospitals

Athletics goods trade

Directories

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indicating railroad stations, designating mailing points for places without post offices, and distinguishing money-order post offices, rural delivery offices, telegraph stations, and express offices and giving population figures based on the latest census returns of the U.S. census bureau and the State census bureaus, supplemented by official estimates wherever obtainable; prepay freight stations are indicated; alphabetical lists of main and branch line railroads of the U.S., Canada, Mexico, Cuba, Porto Rico, and Hawaii indicate termini of trunk lines and branches on the map, and express service of steamship and steamboat lines in the U.S.; maps of large cities of the U.S. show transportation lines, public buildings and parks, depots and stations. Annual

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See also Advertising—Auctioneering business; Salesmanship

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Cafeteria business

See Auditing—Restaurant business

Auditing—Continued**Chain stores**

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Churches

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Clothing trade

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Coal trade

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Coal trade (retail)

See Accounting—Coal trade (retail)

Colleges

See Accounting—(of) Schools and colleges; Auditing—(of) Schools and colleges

Contracting business

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Corporations

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Cotton goods trade

See Accounting—Cotton goods trade

Cotton seed trade

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Cotton trade

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Dressmaking business

See Accounting—Tailoring trade

Drug stores

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Electric light and power companies

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Estates

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Express companies

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Factories

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Farms

See Accounting—Farms

Fiduciary

See subhead Administration of estates under: Accounting; Auditing

Foundry trade

See Accounting—Foundry trade

Fruit trade

See Accounting—Fruit trade

Furniture trade (retail)

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Garage business

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Gold mining

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Grain trade

See Accounting—Grain trade

Grocery trade

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Hardware trade (retail)

See Accounting—Hardware trade (retail); Auditing—Retail stores

History

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Holding companies

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Hospitals

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Knit goods trade

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Libraries

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Auditing—Continued**Lumber trade**

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Municipal

See Accounting—Cities; Auditing—Cities

Newspaper business

See Accounting—Newspaper business; Auditing—Publishing trade

Partnerships

See Accounting—Partnerships; *also* under Auditing the following subheads: Branch houses; Jobbing, commission business, etc.; Retail stores

Periodicals

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Petroleum industry

See Auditing—Mines and mining

Physicians' offices

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See also Accounting—Physicians' offices

Printing business

See Accounting—Printing business; Auditing—Publishing trade

Professional offices

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Auditing—Continued**Quarries**

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Rubber trade

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Securities

See under Accounting the following subheads: Bond houses; Stock brokerage business; *also* under Auditing the following subheads: Bond houses; Stock brokerage business

Shoe trade (retail)

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Silk trade

See Auditing—Textile trade

Stock brokerage business

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Investments—Mathematics; Tables, for-
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Stock brokerage business

Tailoring trade

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Trustees

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Water transportation business

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Water works

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Public service corporations; Water
works; *also* under Auditing the follow-
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lic service corporations

Wool trade

See Auditing—Textile trade
Auditors' offices

Directories

In list under "Directories, Trade, etc."
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Directories

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Automotive industries, the automobile. Weekly

Commercial car journal. 15th of each month

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Specifications

Publisher, price, etc. for all entries, where frequency of publication (other than annual) is indicated, will be found in this book in list under "Periodicals".

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Indexes periodicals, pamphlets, reports, gov-
ernment documents, etc., chiefly on business,
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Encyclopedias: (General)

Periodicals: Through the following indexes: Business digest, Industrial arts index, Monthly catalogue of U. S. public documents, Monthly list of state publications, Readers' guide to periodical literature. (For publisher, etc., see list in this book under "Periodicals").

Periodicals (Trade): Through correspondence. Also through indexes published by individual trade magazines. (For list of such magazines, see in this book under name of the specific trade or industry, with subhead "Periodicals"; under "Periodicals—Bibliography" and under "Periodicals—Directories").

Services: Brookmire economic service; Public affairs information service; Standard daily trade service; Business data service, Prentice-Hall business information service. (For publisher, etc., see list in this book under "Services").

U. S. Bureau of the census publications (for list and prices, apply to Supt. of doc., Washington, D. C.)

U. S. Catalog.

Business—Continued

Yearbooks and other publications of trade associations. (For names of trade associations, see classified list in this book under "Associations—Directories").

Business and trade headings used in this book:

Accountants' offices; Acetylene plants; Actuaries; Advertising—Agency business; Agricultural implements and machinery trade; Agriculture; Aircraft industry; Arbitrage; Architects' offices; Architects' offices—Landscape; Architects' offices—Naval; Art dealers; Auditors' offices; Automobile accessories business; Automobile trade; Awning trade; Baking trade; Banks and banking; Bee industry; Bond houses; Book trade; Brick trade; Building and loan associations; Building material trade; Building trades; Burlap trade; Butter trade; Canning trade; Carpet trade; Cement trade; Chain stores; Chemical and drug trade; Clothing trade; Coal trade; Coffee trade; Coke trade; Collecting of accounts; Commissioners of deeds; Confectionery trade; Container trade; Cooperative stores; Copper industry; Cordage trade; Corset trade; Cotton goods trade; Cotton seed trade; Cotton trade; Cutlery trade; Dairy industry; Dentists' offices; Dressmaking business; Drug stores; Dry goods trade; Dyeing trade; Electric light and power companies; Electric railroads; Electrical supply trade; Embroidery trade; Employment bureaus; Engineering offices; Engineering supply trade; Export trade; Express service; Felt trade; Fertilizer trade; Fiber trade; Film trade; Fish trade; Five and ten cent stores; Flag trade; Flax trade; Florist business; Forestry business; Forwarders; Foundry trade; Fruit trade; Fur trade; Furniture trade; Galvanizing trade; Gas companies; Glass trade; Glove trade; Grain trade; Grocery trade; Gypsum trade; Hardware trade; Harness trade; Hat trade; Hemp trade; Hosiery trade; Hotels; House-furnishings trade; Ice cream business; Ice trade; Import trade; Instalment business; Insurance—Agency business; Iron and steel trade; Jewelry trade; Jobbing, commission business, etc.; Jute trade; Knit goods trade; Lace trade; Laundry business; Lawyers' offices; Leather goods trade; Leather trade; Lime trade; Lumber trade; Machine shops; Machinery trade; Mail order business; Marine engine and boiler trade; Mattress trade; Meat trade; Medical supply trade; Men's furnishings goods trade; Metal trade; Mill supply trade; Millinery trade; Mine supply trade; Mines and mining; Mineral industry; Motion picture trade; Motor cycle trade; Music trade; Navy yard work; Newsdealers; Newspaper business; Notaries public; Notion trade; Novelty trade; Nursery trade; Nut trade; Office building management; Office supplies business; Oil trade; Oleomargarine trade; Optical trade; Organ trade; Packing trade; Paint trade; Painting and decorating trade; Paper box trade; Paper trade; Pattern shops; Pawnbroking business; Petroleum industry; Phosphate trade; Physicians' offices; Piano trade; Plumbing trade; Pottery trade; Poultry business; Printing business; Produce trade; Promoting; Public service corporations; Publishing trade; Quarries; Railroads; Real estate business; Refrigeration trade; Restaurant business; Retail stores; Retailing; Rolling mill industry; Rubber trade; Sail making industry; Savings banks; Sawmills; Seed trade; Sewing machine trade; Sheep raising business; Ship chandlers; Shipbuilding trade; Shoe trade; Silk trade; Sporting goods trade; Stationery trade; Stock brokerage business; Stone trade; Stove trade; Sugar trade; Surgical instrument trade; Tailoring trade; Talking machine trade; Taxi business; Tea trade; Telegraph industry; Telephone industry; Tent trade; Textile trade; Theatres; Tin plate trade; Tire trade; Tobacco trade; Toy trade; Tractor trade; Trunk trade; Trust companies; Umbrella trade; Underwear trade; Upholstery trade; Vehicle trade; Warehouse business; Waste trade; Water transportation business; Window dressing; Window shade trade; Wireless stations; Wool trade; Yarn trade.

Abbott, W. Commercial theory and practice. 1917

Alexander Hamilton institute. Modern business. 1910

- v 1 Economics. E. S. Meade.
- v 2 pt 1 Business organization. L. Galloway.
- pt 2 Business correspondence. G. B. Hotchkiss.
- pt 3 Transportation. J. Mavor.
- v 3 Accounting theory and practice. L. Grendlinger.
- v 4 Corporation finance. W. H. Lough.
- v 5 Money and banking. E. D. Howard.
- v 6 pt 1 Banking practice. H. M. Jefferson.
- pt 2 Foreign exchange. F. Escher.
- v 7 Investment and speculation. T. Conway.
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- pt 2 Real estate. W. Lindner.
- v 9 pt 1 Advertising. L. Galloway.
- pt 2 Selling and buying. R. S. Butler.
- pt 3 Credit and the credit man. L. Galloway.
- v 10 Accounting systems. E. P. Moxey.
- v 11 pt 1 Auditing. S. Walton.
- pt 2 Cost accounts. S. W. Gilman.
- v 12 Commercial law. C. W. Gerstenberg.

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- v 1 Economics. E. S. Meade.
- v 2 Business organization and business management. L. Galloway.
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- pt 2 Credit and the credit man. P. P. Wahlstad.
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- v 7 pt 1 Auditing. S. Walton.
- pt 2 Cost finding. D. S. Kimball.
- v 8 Corporation finance. W. H. Lough.
- v 9 pt 1 Banking principles. J. F. Johnson.
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- v 4 Factory and office administration. L. Galloway.
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- v 6 Advertising principles. H. F. DeBower.
- v 7 Salesmanship and sales management. J. G. Jones.
- v 8 Credit and the credit man. P. P. Wahlstad.
- v 9 Accounting principles. T. W. Mitchell.
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- v 11 Corporation finance. W. H. Walker.
- v 12 Business correspondence. H. McJohnston.
- v 13 Advertising campaign. M. Martin.
- v 14 Railway traffic. E. J. Clapp.
- v 15 Foreign trade and shipping. E. W. Zimmermann.
- v 16 Banking. M. B. Foster.
- v 17 Domestic and foreign exchange. E. L. S. Patterson.
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- v 19 Merchandising. J. B. Swinney.
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- v 22 Financial and business statements. L. Grendlinger.
- v 23 Investment. E. D. Jones.
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Amer. sch. of cor. Cyc. of commerce,

Business—Continued

accountancy, business administration; a general reference work on accounting, auditing, bookkeeping, commercial law, business management, administrative and industrial organization, banking, advertising, selling, office and factory records, cost keeping, systematizing, etc. 10v 1910

✓ Brandeis, L. D. Business—a profession. 1914

Business man's encyclopedia. 4v 1917

Business man's magazine. American business methods (down to the minute). 1908

Business training corporation. Course in business essentials. 12v 1916-1918

- v 1 Analyzing yourself.
- v 2 Physical fitness.
- v 3 Mental ability.
- v 4 Building character.
- v 5 Utilizing time.
- v 6 Working with others.
- v 7 How business is organized.
- v 8 Producing.
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✓ Gerstenberg, C. W. Principles of business. 1918

Harmsworth business library. 10v

- v 1 Aspects of business. A. C. W. H.
- v 1 Factory organization and management. J. W. Stannard.
- v 2 Office organization. M. Rittenberg.
- v 3 Importing and marketing. T. S. Sheldrake.
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- v 5 Advertising and publicity. T. Russell.
- v 6-7 Encyclopaedia of retail trading. W. B. Robertson.
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- v 1 Organization.
- v 2 Buying.
- v 3-4 Merchandise.
- v 5 Selling.
- v 6 Credits.
- v 7 Accounting.
- v 8 Advertising.
- v 9 Business law.
- v 10 Cyclopaedia-Index.

Montgomery, R. H. American business manual, including organization, manufacturing, advertising, buying, selling, granting of credit and auditing. 3v 1914

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Veblen, T. B. Theory of business enterprise. 1904

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Barometers

Publisher, price, etc. for all entries, where frequency of publication (other than annual) is indicated, will be found in this book in list under "Periodicals."

Annalist; a magazine of finance, commerce and economics. Mondays

Bradstreet's; a journal of trade, finance, and public economy. Saturdays

Brookshire economic service. 56 Pine St., N. Y. \$75 a year

Comprises:—Analyst (monthly), an analysis of the conditions determining the value of investment securities, which includes investors' compass, market policy, prices and yield, standard securities; Bond bulletin (quarterly), which includes fundamental principles, international bond chart, bond yields and commodity prices by years; Financial bulletin (issued irregularly), which includes money situation, barometric trends, tables of monthly movements, fundamental figures for merchants' and bankers' reference; Forecaster (weekly), an analysis and forecast of fundamental conditions, which includes manufacturing conditions, manufacturers' compass, business compass for merchants and jobbers, weekly statistics, general business conditions, financial conditions, agricultural and transportation conditions; Investment opportunity bulletin (monthly); Interpretation of the iron and steel chart (quarterly); New York bank statement and security prices (quarterly); Trade bulletin (fortnightly), which includes sales, credit and special commodity section, and general commodity section which includes market policy, buyers' and sellers' guide, price list of basic commodities; Sales and credit map (monthly), which includes monthly report of cities, map summary, building permits, credit situation, bank clearings, foreign commerce, etc.; International barometer (monthly), which includes U. S. barometer chart, European barometer chart.

Business—Barometers—*Continued*

- ✓ Commerce and finance. Wednesdays
- ✓ Economic world. Saturdays
- ✓ Statist. Saturdays
- (The) Street. Weekly
- See also* Index numbers; Prices (Market); Statistics

Barometers (theory)

- Babson, R. W. Business barometers used in the accumulation of money; a text book on fundamental statistics for merchants, bankers and investors. 1915
- Copeland, M. T. Statistical indices of business conditions. (In his Business statistics, 1917, p. 98-177)
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- Jones, E. D. Investment barometers. (In his Investment, 1917, p. 256-289)
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- See also* Index numbers (theory); Statistics (theory and practice)

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- Cleland, E. Five hundred business books. 58p 1919 American Library Association, Library War Service, Washington, D. C.
- Grammes, L. F., and Sons. Allentown, Pa. Guide to business education: Be somebody; guide to mechanical education. 2v. 1914 \$1
- McClelland, F. C. Bibliography. (In his Office training and standards, 1919, p. 263-276)
- Norman, W. W. What to read on business. 47p 1916 Norman, Remington Co., 308 N. Charles St., Baltimore, Md.
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- Publishers' trade list annual. Annual
- U. S. catalog: books in print, 1912; supplemented by Cumulative book index, monthly, with cumulations. Wilson Price on application
- See also* subhead Bibliography under:
- Ability tests; Acceptances; Accounting; Accounting—Cities; Accounting—Mines and mining; Accounting—Shipbuilding trade; Accounting—Water transportation business; Advertising; Africa; Aircraft industry; Arabic language; Arbitration—Industrial; Asia; Associations; Atlases; Australia; Automobile trade; Bibliographies; Building and loan associations; Capital; Chain stores; Cities; Clothing trade; Commerce; Commercial correspondence; Commercial geography; Commodities of commerce; Cost accounts; Cotton trade; Credit; Depreciation; Directories—Foreign; Directories—Trade, etc.; Economics; Efficiency—Industrial; Employees; Employers' liability; Employment problems; Encyclopedias and dictionaries—Shipbuilding trade; English language; Europe; Export trade; Factories—Organization and administration; Filing; French language; Glass trade; Government publications; Graphic methods; Guide books; Hat trade; Hindustani language; Ice trade; Index numbers (theory); Industrial chemistry; Industrial research; Insurance; Insurance—Marine; Investments; Italian language; Japanese language; Labor and laboring classes; Labor turnover; Latin America; Leather trade; Maps; Merchant marine; Mineral industry; Money; Motion picture trade; Offices—Appliances; Organization and administration; Panics; Paper trade; Periodicals; Ports; Portuguese language; Prices; Railroads; Real estate business; Reference books; Retail stores; Russia; Russian language; Safety methods; Sales—Management; Salesmanship; Scientific management; Shipbuilding trade; Silk trade; South America; Spanish language; Speculation; States—Publications; Statistics;

Business—Bibliography—Continued

Stowage; Taxation; Telegraph codes; Textile trade; Trust companies; Trusts; Valuation; Wages; Water transportation business; Wealth; Welfare work; Woman—Employment; Yearbooks

Bibliography—Periodicals

American economic review. Quarterly, March, etc.

Bankers magazine. Monthly

Book review digest. Monthly

Bulletin of bibliography. Quarterly, Jan.-Mar., etc.

Bulletin of the Pan American union. Monthly

Business books; an index to recent books and articles in magazines of interest to business men. Monthly

Business data bureau service. Business data bureau, Merchants Bank Bldg., Indianapolis, Ind. \$100 a year

Comprises:—10 copies of Business data weekly, 4 bound quarterly cumulated volumes, or, monthly shipment of approximately 300 cards forming an index to general business magazines, new business books and pamphlets. Cards, as filed, automatically make a single cumulated index, and may be inter-filed in any catalog. Subscribers furnished with typewritten copies of indexed articles at 15c per page, with digest of articles at 50c per page, and original articles and books at prices listed in index.

Catalogue of copyright entries: Pt. 1 group 1. Books; issued 3 times a week. pt. 1 group 2. Pamphlets, leaflets, contributions to newspapers or periodicals, etc., lectures, sermons, addresses for oral delivery, dramatic compositions, maps and motion pictures; issued monthly.

India rubber world. 1st of each month

Industrial arts index. Monthly except July and November

Industrial management; the engineering magazine. Monthly

Industrial news survey and supplement. Weekly

Journal of applied psychology. Quarterly

Journal of the American bankers association. Monthly

Monthly list of state publications. Monthly

Municipal reference library notes. Weekly except July and August

Nation's business. 19th of each month

Prentice-Hall business information service; the best and newest ideas on busi-

ness gathered weekly from every available source. Prentice-Hall, inc., 70 5th Ave., N. Y. \$75 a year

A loose leaf service giving abstracts and notes of current business literature appearing in periodicals, newspapers, pamphlets, books, etc., ready to file in binders, grouped mainly for the principal departments of a business firm in the following sections: Accounting; Advertising and selling; Banking exchange and public finance; Credits and collections; Employment; Financing; Foreign trade; Industrial and commercial relations; Management; Office management; Personal efficiency; Purchasing and stores; Transportation. Paid research work. Books, periodicals and copies of articles analyzed furnished at cost.

Public affairs information service; a co-operative clearing house of public affairs information; comprises:—Weekly bulletin; Bi-monthly cumulation of bulletin; Annual cumulated bulletin, bound.

Public affairs information service, 958 University Ave., N. Y. Price on application to publisher

Indexes periodicals, pamphlets, reports, government documents, etc., chiefly on business, social and legislative subjects; indexes typewritten material, bibliographies, etc., and furnishes copies at 5c per sheet, single space, plus 10c for each manuscript ordered; notes new organizations and gives advance notice of association meetings; maintains research department.

Publishers' weekly; the American book trade journal. Weekly

Readers' guide to periodical literature. Monthly

Special libraries. Monthly except July and August

Standard daily trade service. Standard statistics co., 47 West St., N. Y. \$120 a year

In loose leaf form for filing in spring binder. Reports currently, in condensed form, the news affecting business. Originally planned for the exporter, it gives markets for commodities, new sources of raw materials, establishment of new industries, U. S. and foreign government regulations and their changes affecting the exporter and importer, and business conditions in all countries. Its scope has been broadened to cover all kinds of business and surveys of individual industries are frequently given. Federal laws and regulations with their bearing on business given in detail. Everything daily revised. Washington, European, Latin-American, Russian and Far Eastern representatives collect its foreign information. Supplemental service by telephone and correspondence on subjects covered.

See also subhead Periodicals under: Employment problems—Bibliography; Export trade—Bibliography; Maps—Bibliography

Condition of

Publisher, price, etc., for all entries, where frequency of publication (other than annual) is indicated, will be found in this book in list under "Periodicals."

Annalist; a magazine of finance, commerce and economics. Mondays

Business—Condition—*Continued*

Assoc. adv. clubs of the world—Educational research committee. Report of the merchandising investigation. Annual

Board of trade journal and commercial gazette. Weekly

Bradstreet's; a journal of trade, finance, and public economy. Saturdays

Brookmire economic service. 56 Pine St., N. Y. \$75 a year

Comprises:—Analyst (monthly), an analysis of the conditions determining the value of investment securities, which includes investors' compass, market policy, prices and yield, standard securities; Bond bulletin (quarterly), which includes fundamental principles, international bond chart, bond yields and commodity prices by years; Financial bulletin (issued irregularly), which includes money situation, barometric trends, tables of monthly movements, fundamental figures for merchants' and bankers' reference; Forecaster (weekly), an analysis and forecast of fundamental conditions, which includes manufacturing conditions, manufacturers' compass, business compass for merchants and jobbers, weekly statistics, general business conditions, financial conditions, agricultural and transportation conditions; Investment opportunity bulletin (monthly); Interpretation of the iron and steel chart (quarterly); New York bank statement and security prices (quarterly); Trade bulletin (fortnightly), which includes sales, credit and special commodity section, and general commodity section which includes market policy, buyers' and sellers' guide, price list of basic commodities; Sales and credit map (monthly), which includes monthly report of cities, map summary, building permits, credit situation, bank clearings, foreign commerce, etc.; International barometer (monthly), which includes U.S. barometer chart, European barometer chart.

Business digest and investment weekly. Weekly

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Dun's review; a journal of finance and trade. Saturdays

Economic world. Saturdays

Federal reserve bulletin. Monthly

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✓ Journal of commerce and commercial bulletin. Daily except Sundays and holidays

✓ Manufacturers' record; devoted to the upbuilding of the nation through the development of the South and Southwest as the nation's greatest material asset. Thursdays

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In loose leaf form for filing in spring binder. Reports currently, in condensed form, the news affecting business. Originally planned for the exporter it gives markets for commodities, new sources of raw materials, establishment of new industries, U. S. and foreign government regulations and their changes affecting the exporter and importer, and business conditions in all countries. Its scope has been broadened to cover all kinds of business and surveys of individual industries are frequently given. Federal laws and regulations with their bearing on business given in detail. Everything daily revised. Washington, European, Latin-American, Russian and Far Eastern representatives collect its foreign information. Supplemental service by telephone and correspondence on subjects covered.

See also Business—Barometers; Cities—Business condition in; Commerce; Exchange—Quotations; Index numbers; Investments—Quotations; Prices (Market); Statistics; also subhead Economic conditions under name of specific country; also subhead Periodicals under: Export trade; Import trade; Labor and laboring classes; Labor conditions; also notes on Sources of information under Cities

Condition of—Forecasting

Babson, R. W. Business barometers used in the accumulation of money; a text book on fundamental statistics for merchants, bankers, and investors. 1915

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Comprises:—Analyst (monthly), an analysis of the conditions determining the value of investment securities, which includes investors' compass, market policy, prices and yield, standard securities; Bond bulletin (quarterly), which includes fundamental principles, international bond chart, bond yields and commodity prices by years; Financial bulletin (issued irregularly), which includes money situation, barometric trends, tables of monthly movements, fundamental figures for merchants' and bankers' reference; Forecaster (weekly), an analysis and forecast of fundamental conditions, which includes manufacturing conditions, manufacturers' compass, business compass for merchants and jobbers, weekly statistics, general business conditions, financial conditions, agricultural and transportation conditions; Investment opportunity bulletin (monthly); Interpretation of the iron and steel chart (quarterly); New York bank statement and security prices (quarterly); Trade bulletin (fortnightly), which includes sales, credit and special commodity section, and general commodity section which includes market policy, buyers' and sellers' guide, price list of basic commodities; Sales and credit map (monthly), which includes monthly report of cities, map summary, building permits, credit situation, bank clearings, foreign commerce, etc.; International barometer (monthly), which includes U.S. barometer chart, European barometer chart.

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See Libraries—Business; Reference books

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Practice

In loose leaf form for filing in spring binder. Reports currently, in condensed form, the news affecting business. Originally planned for the exporter it gives markets for commodities, new sources of raw materials, establishment of new industries, U.S. and foreign government regulations and their changes affecting the exporter and importer, and business conditions in all countries. Its scope has been broadened to cover all kinds of business and surveys of individual industries are frequently given. Federal laws and regulations with their bearing on business given in detail. Everything daily revised. Washington, European, Latin-American, Russian and Far Eastern representatives collect its foreign information. Supplemental service by telephone and correspondence on subjects covered.

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Business administration. *See* Organization and administration

Business appliances. *See* Offices—Appliances

Business arithmetic. *See* Arithmetic

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Business brokerage business

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See Auditing—Business brokerage business

Business correspondence. *See* Commercial correspondence

Business cycles. Mitchell, W. C. 1913

Business data bureau service. *See* in this book under "Services"

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Business man's encyclopedia. 4v 1917 Shaw Free with 16 months' subscription to System

Business man's library. 10v 1910 System \$29

- v 1 Credits and collections.
- v 2 Business correspondence.
- v 3 Cost of production.
- v 4 Book on selling.
- v 5 Book on buying.
- v 6 Organizing a factory. C. E. Woods.
- v 7 Book on advertising. T. E. DeWeese.
- v 8 Employer and employee.
- v 9 Personality in business.
- v 10 Accounting and office methods.

This set, which is entirely out of print, was revised and issued as the "Library of business practice," which *see*.

Business man's magazine

American business methods. 1908 Business \$2 ✓

Business organization. *See* Corporations; Organization and administration; Partnerships

Business prospects yearbook. Financial Times, 72 Coleman St., London, E. C. 2 10s

Business training corporation

Course in business English. 12v 1916
Bus. tr. corp. \$55

Course in business essentials. 12v 1916-
1918 Bus. tr. corp. \$60

- v 1 Analyzing yourself.
- v 2 Physical fitness.
- v 3 Mental ability.
- v 4 Building character.
- v 5 Utilizing time.
- v 6 Working with others.
- v 7 How business is organized.
- v 8 Producing.
- v 9 Selling.
- v 10 Financing.
- v 11 Accounting.
- v 12 Management.

Course in foreign trade. 12v 1916 Bus.
tr. corp. \$55

- v 1 Economics of world trade. O. P. Austin.
- v 2 World's markets. E. N. Vose.
- v 3 pt 1 Determining export policies. E. E. Pratt.
- pt 2 Export policies employed in certain lines. E. C. Porter.
- v 4 pt 1 Export merchant. J. F. Fowler.
- pt 2 Export commission house. C. A. Richards.
- pt 3 Export forwarder. H. A. Talbot.
- v 5 Direct exporting. W. F. Wyman.
- v 6 Export salesman. P. R. Mahony.
- v 7 Shipping in its relation to our foreign trade. E. R. Johnson.
- v 8 pt 1 Financing foreign sales. E. A. DeLima.
- pt 2 Banking for foreign trade. J. Santilhano.
- v 9 Export technique. E. L. Bacher.
- v 10 Foreign and home law. P. J. Eder.
- v 11 Importing. C. W. Stern.
- v 12 Factors in trade-building. C. D. Snow.

Course in modern production methods.
6v 1919 \$30

- v 1 Teamwork.
- v 2 Handling men.
- v 3 Organization.
- v 4 Machinery and materials.
- v 5 Production records.
- v 6 Management.

Bustamente, R.

Cuba. 1916 Foreign \$3.75

Butler, R. S.

Marketing methods. 1914 (Alex. Ham.
inst. Mod. bus. v. 3, pt. 1) Alex. Ham.
inst.

Marketing methods. 1917 (Alex. Ham.
inst. Mod. bus. v. 5) Alex. Ham. inst.

Selling and buying. 1910 (Alex. Ham.
inst. Mod. bus. v. 9, pt. 2) Alex. Ham.
inst

Butler, R. S., and Burd, H. A.

Commercial correspondence. 1919 (Com-
mercial education series) Appleton
\$2.50

Butler Brothers

Butler way system book. 1916 Butler \$1
Success in retailing. 1919 Butler

Butter trade

Wiest, E. Butter industry in the U. S.,
an economic study of butter and oleo-
margarine. 1916 (Columbia university;
studies in history, economics and public
law)

See also Associations—Directories—
Agricultural; Commodities of com-
merce—Uses; Dairy industry; Organi-
zation and administration; Prices
(Market)—Dairy products; Prices
(Market)—Oleomargarine; Statistics—
Agriculture; Statistics—Manufactures;
also Sources of information under
Trades

Advertising

See Advertising—Dairy industry

Cost accounts

See Cost accounts—Dairy industry

Directories

See subhead Directories under: Gro-
cery trade; Manufacturers; Oleomar-
garine trade

Encyclopedias and dictionaries

Guthrie, E. S. Definition of terms. (In
his Book of butter, 1918, p. 228-235)

Marketing methods

Coulter, J. L. Marketing of the butter
and cheese. (In his Co-operation
among farmers, 1914, p. 62-75)

Guthrie, E. S.. Marketing. (In his Book
of butter, 1918, p. 188-210)

Powell, G. H. Cooperation in the manu-
facture of butter. (In his Cooperation
in agriculture, 1915, p. 135-153)

See also Dairy industry—Marketing
methods

Buyers

Directories

In list under "Directories, Trade, etc."
see No. 10, 44, 91, 147, 148, 199, 205, 206,
207, 208

See also Purchasing agents—Direc-
tories

Buying (for retail)

Buying. (In Modern merchandising, 1910,
v. 2)

Douglas, A. W. Merchandising. 1918

Buying (for retail)—Continued

- Evans, A. L. Science of shoe buying. (In his Educational training course; retail shoe salesmen's guide, 1912, p. 153-161)
- Field, C. C. Retail buying; modern principles and practice. 1917 (Harper's retail business series)
- Hunter, J. A. Principles of buying. (In Harmsworth business library, v. 2, p. 199-214)
- Murphy, W. S. Modern drapery and allied trades, wholesale and retail, by leading specialists in every department. 4v 1915
- Nystrom, P. H. Buying; Buying system. (In his Retail store management, 1917, p. 56-73, 102-108)
- Buying for a retail store. (In his Retail selling and store management, 1919, p. 224-240)
- Robertson, W. B. Retail buying. (In Harmsworth business library, v.6, p. 73-82)
- Swinney, J. B. Buying. (In his Merchandising, 1917, p. 231-252)
- See also Business—Condition of; Commercial correspondence—Orders; Commodities of commerce; Cooperative buying; Encyclopedias and dictionaries; Prices (Market); Purchasing; Retail stores—Management; Stockkeeping—Retail stores; also subhead Directories under name of specific trade or business.
- Buying brains. Stein, L. 1918
- Byers, M. L.**
Economics of railway operation. 1908
Eng. news \$5
- Byles, R. B.**
Card index system. Pitman 1s
- Byxbee publishing co.**
One hundred easy window trims. 1913
Byxbee \$1

C

- C. P. A.** auditing questions. Bentley, H. C. 1914
- C. P. A.** problems and solutions. 1914 ed, 2 v; 1915 ed, 2 v Ronald \$6
- C. P. A.** problems and solutions. Morey, L. 1919
- C. P. A.** questions and answers. Bennett, R. J. 1914

Cable**Rates**

- Postal telegraph-cable co. List of offices; revised tariff, instructions, and rules.
- Western union telegraph co. Tariff book.
See also Telegraph—Rates

Cable codes. See Telegraph codes

Cafeteria business**Cost accounts**

See under Cost accounts the following subheads: Cafeteria business; Restaurant business

Cahill, M. F.

Office practice. 1917 Macmillan 90c

Cahn, H.

Capital to-day. 1918 Putnam \$2

Calculating machines

See Office supplies business—Periodicals; Offices—Appliances

Calkins, E. E.

Business of advertising. 1915 Appleton \$2

Calkins, E. E., and Holden, R.

Modern advertising. 1912 Appleton \$1.50

Calvert, A.

Shipping office organisation, management and accounts. 1910 Pitman 5s

Cambistry. See Exchange (practice); Tables, formulae, etc.

Cambodia**Directories**

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Cameron, A. G.

Torrens system. 1915 Houghton \$1

Campbell, D.

Law of stockbrokers. 1914 Baker, Voorhis \$1.50

Campbell, G. L.

Industrial accidents and their compensation. 1911 Houghton \$1

Campbell, H. D.

Campbell's commercial correspondence. 1918 Citizens

Canada

Canada year book. Dominion bureau of statistics, Ottawa, Canada. Annual

Canadian almanac and miscellaneous directory; containing full and authentic commercial, statistical, astronomical, departmental, ecclesiastical, educational, financial, and general information. Copp, Clark Co., Ltd., 495 Wellington St., Toronto, Canada Annual \$1.50

Canada—Continued

Handbooks on Canada, Australia, New Zealand, and South Africa; comp. by W. B. Paton and issued by the Emigrants' information office. 1914

Heaton's annual; the commercial handbook of Canada and boards of trade register. Annual

Hopkins, J. C. Canadian annual review of public affairs. Annual

Pepper, C. M. Canada, the nation to the North. (In his American foreign trade, 1919, p. 248-264)

Sheldrake, T. S. Canada. (In Harmsworth business library, v. 4, p. 211-219)

Vose, E. N. Canada and Newfoundland. (In his World's markets from the point of view of American exporters, 1916, p. 130-133)

See also Banks and banking—Canada; Index numbers—Department of labour (Canada); Law—Foreign; Newfoundland; Statistics; Statistics—Canada

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Gazetteers

Lovell's gazetteer of the Dominion of Canada, together with Newfoundland; with a table of routes showing proximity of the railroad stations and sea, lake and river ports to the cities, towns and villages. 1908

Periodicals

Better business. Monthly

Credit men's journal. Monthly

Industrial Canada; official publication of the Canadian manufacturers association (incorporated), and devoted to the advancement of the industrial and commercial prosperity of Canada. Monthly

Monetary times. Fridays

Monthly bulletin of agricultural statistics. Monthly

Canada official postal guide. Government Printing Bureau, Ottawa, Canada 25c. Supplements published monthly

Candy trade. *See* Confectionery trade

Cannan, E.

Wealth. 1914 King 3s 6d

Canning trade

See also Associations—Directories—Canning trade; Commodities of com-

merce—Uses; Fruit trade; Grocery trade; Organization and administration; Prices (Market), with subdivisions; Statistics—Manufactures; *also* notes on Sources of information under Trades

Costs

Report on canned foods, canned salmon. 83p 1919 (U.S. Federal trade commission. Food investigation) Supt. of doc. 10c

Report on canned foods, general report; and canned vegetables and fruits. 103p 1918 U.S. Federal Trade Commission, Washington, D.C.

See also Fruit trade—Costs

Directories

In list under "Directories, Trade, etc." *see* No. 52

See also Associations—Directories—Canning trade; *also* subhead Directories under: Grocery trade; Manufacturers; Packing trade

Cannon, J. G.

Clearing houses. 1900 Appleton \$2.50

Clearing houses and credit instruments. 1910 (Nat. monetary com.) (61st Cong., 2d sess., Sen. doc. 491) Supt. of doc. 45c

Canovai, T.

Banks of issue in Italy. 1911 (Nat. monetary com.) (61st Cong., 2d sess., Sen. doc. 575) Supt. of doc. 35c

Canvassing. *See* Salesmanship

Cap trade

Directories

See subhead Directories under: Hat trade; Men's furnishing goods trade

Cape of Good Hope

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Capital

This is one of several subjects not concerned with methods, but on which information is occasionally needed in the transaction of business; therefore, a few books for reference use are listed. For more material, *see* subhead Bibliography under this subject.

Cahn, H. Capital to-day; a study of recent economic development. 1918

Fisher, I. Nature of capital and income. 1912

Capital—Continued

Hobson, J. A. Evolution of modern capitalism, a study in machine production. 1906

See also Banks and banking; Economics; Investing; Investments; Money; Promoting; Speculation; Tables, formulae, etc.; Trusts; Wealth

Bibliography

Brief list of books on capital and labor (particularly relating to disputes). 5p 1918 (Typewritten 25c; to be obtained only through P.A.I.S.)

Seligman, E. R. A. Suggestions for students and general references. (In his Principles of economics, 1919, p. xix-liv)

See also subhead Bibliography under:

Economics; Wealth

Capitalists and financiers. *See* Biography; Directors—Directories

Capitalization. *See* Corporations—Finance; Investments; Promoting; Retail stores—Finance

Card, F. W.

Bush-fruits. 1917 (Rural science series) Macmillan \$1.75

Farm management. 1907 (Farm library) Doubleday \$2

Card index. Mares, G. C. 1909

Card index system. Byles, R. B.

Card system in business. *See* Accounting; Bookkeeping; Business—Practice; Filing; Indexing; Offices—Management; *also* subhead Records and statistics under: Advertising; Credits; Dairy industry; Employment department; Poultry business; Purchasing; Sales; Traffic management

Care of estates. Hill, F. T. 1901

Careful investor. Mead, E. S. 1914

Carey, T. J.

Real estate educator. 1911 Carey \$1

Caribbean interests of the U. S. Jones, C. L. 1916

Carnegie steel company, Pittsburgh, Pa.

Pocket companion for engineers, architects and builders. 1913 \$1

Carney, W. A.

How to buy and sell real estate at a profit. 1905 Carney \$2

Promoter's assistant. 3d ed 1910 Carlisle \$3

Real estate business self-taught. 1906 Carney \$2

Carpenter, C. U.

Profit making in shop and factory management. 1908 (Works management lib.) Engineering \$2

Carpet trade

Guthrie, A. Carpets. (In Murphy, W. S. Modern drapery and allied trades, 1915, v. 1, p. 244-268)

See also Commodities of commerce—Uses; Furniture trade; Organization and administration; Prices (Market)—Carpets and rugs; Prices (Market)—Matting and mats; Statistics—Manufactures; Textile trade; *also* notes on Sources of information under Trades

Bibliography

See Textile trade—Bibliography

Directories

In list under "Directories, Trade, etc." *see* No. 9

See also Jobbing, commission business, etc.—Directories—Carpet trade; *also* subhead Directories under: Furniture trade; Manufacturers; Textile trade; Upholstery trade

Encyclopedias and dictionaries

Glossary of Oriental rug terms. In list under "Directories, Trade, etc." *see* No. 9

Int. cor. schools. Floor-covering terms. (In its Salesman's handbook, 1913, p. 172-178)

Periodicals

American carpet and upholstery journal. 10th of each month

Carpet and upholstery trade review and the rug trade review. 1st and 15th of each month

See also Textile trade—Periodicals

Carriers. *See* Export trade—Methods; Express service; Motor trucks (commercial use); Postal service; Railroads; Shipment of goods; Transportation; Water transportation business; *also* subheads under Freight

Carter, H.

Industrial reconstruction. 1918 Dutton \$2

Carter, R. N.

Advanced accounts. Pitman \$2

Cassell, R. J.

Art of collecting. 1913 Ronald \$2

Casson, H. N.

Ads and sales. 1911 McClurg \$2

Castenholz, W. B.

Auditing procedure. 1918 LaSalle \$3.50

Casting. See subhead Directories under:
Foundry trade; Iron and steel trade

Casualty insurance. See Insurance—Casualty

Catalog making

Cutting costs by reducing waste in catalogs. (In *More sales through advertising*, 1919, p. 46-64)

Dignan, F. W. Preparation of advertising circulars. 22p 1915 LaSalle 15c

Dudency, F. M. Export catalogues. (In his *Exporter's handbook*, 1916, p. 141-148)

Filsinger, E. B. Catalogs, price lists, quotations, discounts; Standards of measure and value. (In his *Exporting to Latin America*, 1916, p. 239-253)

— Catalogues—Their preparation and distribution. (In his *Trading with Latin America*, 1917, p. 93-98)

Graydon, S. Some notes on catalog making. 1909

Morgner, O. A. Manual of instructions for trade catalog compilation. 1917

Wasson, G. G. How to compile a catalog. 1915

See also Advertising—Mediums; Advertising—Technique; Indexing

Catering business. See Advertising—Food trade; Advertising—Restaurant business; Prices (Market), with subdivisions

Cause of business depressions. Bilgram, H. 1914

Celery**Marketing methods**

See Farm produce—Marketing methods

Celery culture. Beattie, W. R. 1916

Cement trade

Eckel, E. C. Portland cement industry from a financial standpoint. 1909

See also Building material trade; Commodities of commerce—Uses; Organization and administration; Prices (Market)—Building materials; and other subdivisions of Prices (Market); also notes on Sources of information under Trades

Cost accounts

See Cost accounts—Cement trade

Directories

In list under "Directories, Trade, etc." see No. 71

See also subhead Directories under:
Building material trade; Lime trade; Manufacturers

Cemeteries**Directories**

In list under "Directories, Trade, etc." see No. 13

Census. See Government publications—Bibliography; Maps—Population; Statistics

Central America. See Investments—Foreign; Investments—Railroads; Latin America

Central America. Koebel, W. H. 1917

Central-station electric service. Insull, S. 1915

Central station management. Cushing, H. C., jr. 1916

Central stations. See Electric light and power companies

Century atlas of the world. 1914 Century \$12 (Published also as v 12 of *Century dictionary and cyclopedia*.)

Century dictionary and cyclopedia. 12v 1911 Century \$75

Century of prices. Burton, T. E. 1919

Century of service, 1815-1915. Clapp, J. B. 1915

Ceylon**Directories**

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Chaddock, R. E.

Safety fund banking system in N. Y. 1829-1866. (In Dewey, D. R. *State banking before the civil war*, 1910, p. 227-388)

Chadman, C. E., and others

Cyclopedia of law. 12v 1908 Amer. sch. of cor. \$75

Chain stores

Butler, R. S. Chain store. (In his *Marketing methods*, 1914, p. 45-62)

— Chain stores. (In his *Marketing methods*, 1917, p. 53-54, 79-106)

Cherington, P. T. Chain store and national advertising. (In his *Advertising book*, 1916, p. 229-287)

Chain stores—Continued

Nystrom, P. H. Chain-store systems. (In his *Economics of retailing*, 1915, p. 216-234)

Robertson, W. B. Multiple shops. (In *Harmsworth business library*, v. 6, p. 123-130)

Swinney, J. B. Chain store. (In his *Merchandising*, 1917, p. 298-318)

See also Buying (for retail); Distribution and marketing; Organization and administration; Prices (Market); Retail stores, with sub-divisions; Retailing; *also* notes on Sources of information under Trades

Accounting

See under Accounting the following subheads: Branch houses; Chain stores

Bibliography

References on chain stores. 4 typewritten pages. 1916 (U. S. Library of congress Division of bibliography) Obtained through P.A.I.S. 20c

Directories

In list under "Directories, Trade, etc." *see* No. 219, 223

See also subhead Directories under: Five and ten cent stores; Retail stores

Chamberlain, J. A.

Commercial law. (In *Amer. sch. of cor. Cyc. of commerce, etc.*, 1910, v. 3)

Chamberlain, L.

Principles of bond investment. 1911 Holt \$5

Work of the bond house. 1912 Moody \$1.35

Chamberlain, O. H.

Salesmanship. 1915 (Pocket book series) Off. app. \$2

Chambers of commerce. *See* Associations—Commercial; Associations—Directories—Commercial

Chambonnaud, L.

Technique des affaires (méthodes françaises et étrangères). To be completed in 9v. 1918—Dunod 2v \$3.24 imp.

Chandler, W. H.

Express service and rates. 1914 LaSalle \$3

Chaney, A. G.

Advertising construction simplified. 3d ed 1913 Flora 50c

Channel Islands**Directories**

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Chapman, C.

Law of advertising and sales. 2v 1908 C. Chapman \$10

Chapman, H. H.

Forest valuation. 1915 Wiley \$2

Character analysis

Blackford, K. M. H. Analyzing character, the new science of judging men, misfits in business, the home and social life. 1916

— Job, the man, the boss. 1916

— Reading character at sight; seven simple lessons. 1918

Fosbroke, G. S. Character reading through analysis of the features. 1914

Morrell, E. Science of judging men. 1917

Rossiter, A. Pocket manual for character analysts and employment managers, based on the Blackford system. 1915

See also Ability tests; Employment problems; Psychology

Charities

See also Accounting—Institutions; Advertising—(of) Associations; Cost accounts—Institutions

Directories

In list under "Directories, Trade, etc." *see* No. 26, 37, 107, 156, 232

See also Associations—Directories—Charities; *also* subhead Directories under: Asylums; Dispensaries; Hospitals; Sanitariums

Charlton, W. H.

American mine accounting. 1913 McGraw \$5

Charts. *See* Graphic methods; Maps—Bibliography; Statistics (theory and practice.)

Chase, W. A.

Auditing and cost accounting. 1917 LaSalle \$2.50

Chasnoff, J. E.

Selling newspaper space. 1913 Ronald \$1.40

Chats on garment salesmanship. Sumner, M. 1917

Checks. *See* Negotiable instruments

Cheese trade. See Dairy industry

Chemical and drug trade

See also Associations—Directories—Chemical; Chemicals and drugs—Encyclopedias and dictionaries; Commodities of commerce—Uses; Drug stores; Fertilizer trade; Industrial research—Bibliography; Organization and administration; Prices (Market)—Chemicals; Prices (Market)—Drugs and botanicals; Statistics—Manufactures; also notes on Sources of information under Trades

Cost accounts

See Cost accounts—Chemical and drug trade

Directories

In list under "Directories, Trade, etc." see No. 12, 25, 27, 53, 173, 220

See also Associations—Directories—Chemical; also subhead Directories under: Fertilizer trade; Manufacturers; Waste trade

Periodicals

Chemical, color and oil daily. Daily
Chemical age; a consolidation of Chemical engineer and Chemical age. Monthly

Journal of commerce and commercial bulletin. Daily except Sundays and holidays

Oil, paint and drug reporter. Mondays

Paint, oil and chemical review. Wednesdays

See also Drug stores—Periodicals

Salesmanship

See Salesmanship—Chemical and drug trade

Chemical rubber company

Handbook of chemistry and physics. 1919 \$2.50

Chemicals and drugs

Encyclopedias and dictionaries

Condensed chemical dictionary; a reference volume for all requiring quick access to a large amount of essential data regarding chemicals, and other substances used in manufacturing and laboratory work. 1919

Thorpe, Sir E. Dictionary of applied chemistry. Rev ed 5v 1912-1913

Chemistry

Bibliography

See Industrial chemistry—Bibliography

Cherington, P. T.

Advertising as a business force. 1913
Doubleday \$2

Advertising book, 1916. 1916 Doubleday \$2

Wool industry. 1916 (American industries) Shaw \$3

Chicago daily news almanac and year book. Annual Chicago daily news 50c

Chicago produce market. Nourse, E. G. 1918

Chile

Anuario; unica guia general de Chile. Ricardo y Guillermo Benavides, Caisilla 670, Santiago, Chile \$15

Anuario estadístico de la república de Chile. Sociedad Imprenta y Litografía Universo, Valparaiso, Chile

Argentine year book; with short chapters on the republics of Uruguay, Paraguay and Chile.

Mills, G. J. Chile; physical features, natural resources, means of communication, manufactures, and industrial development. 1914 (South American handbooks)

See also Latin America; Latin America—Economic conditions—Periodicals; Law—Foreign; South America; Statistics

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

China

China year book, with map of Mongolia. Overlach, T. W. Foreign financial control in China. 1919

Sheldrake, T. S. China. (In Harmsworth business library, v. 4, p. 264-270)

Wagel, S. R. Finance in China. 1914

See also Asia; Statistics

Bibliography

See Asia—Bibliography

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

China —Continued

National characteristics

Social classes and customs. (In Official guide to Eastern Asia, 1915, v. 4, p. XLIX-LXI)

Periodicals

Bulletin of Far Eastern bureau. Every two weeks

Eastern commerce; with which is incorporated "Commercial Japan"; the trade journal of the Far East. 28th of each month

See also Asia—Periodicals

China year book. Routledge \$3.75

Chinaware

Directories

See Pottery trade—Directories

Chinese language

Bibliography

Selection of books on foreign languages; a list of books on foreign languages. Newark, N.J. Free public library, M. L. Prevost, comp. 7p 1918 U. S. Shipping Board, Washington, D.C.

Chisholm, G. G.

Handbook of commercial geography. 8th ed 1911 Longmans \$4.80

Chittick, J.

Silk manufacturing and its problems. 1913 Chittick \$2.50

✓ Choosing employees by mental and physical tests. Kemble, W. F. 1917

Church, A. H.

Manufacturing costs and accounts. 1917 McGraw \$5

Production factors in cost accounting and works management. 1910 (Works management lib.) Engineering \$2

Proper distribution of expense burden. 1908 (Works management lib.) Engineering \$1

Science and practice of management. 1914 (Works management lib.) Engineering \$2

Church, F. P.

Modern credit methods. 1912 Mod. methods \$2

Church advertising. Ashley, W. B. 1917

Churches

See also subhead Churches under: Advertising; Auditing

Directories

Most religious denominations publish year books that contain lists of churches, lists of clergy, etc. Lists of religious year books will be found in material listed in this book under "Directories—Trade, etc.—Bibliography."

In list under "Directories, Trade, etc." see No. 166

Cigar trade

Directories

See Tobacco trade—Directories

Cipher codes. See Telegraph codes

Circulars. See Advertising—Mediums; Advertising—Technique; Commercial correspondence—Form letters; Commercial correspondence—Sales; English language

Circus business

Advertising

See Advertising—Circus business

Cities

SOURCES OF INFORMATION about commercial conditions:

Books: Gazetteers (see list in this book under "Gazetteers"); Associated advertising clubs of the world. Report of merchandising investigation; Advertiser's hand book of New England; Woman's world handbook on national distribution; Woman's world guide to profitable distribution; Moody's analyses of investments, v. 4; Automobile blue books; Baedeker, K. Handbooks for travellers; Sargent, P. E. Handbook of New England; U.S. official postal guide. (Annual with supplements. U.S. Post Office Department, Washington, D. C. \$1, with supplements; Street directory of the principal cities of the U. S. (listed with publisher, etc., in this book under "Directories—Trade, etc." No. 215).

Directories: Directory of the city itself and of the county and state in which it is located (for information about these as published, see Catalogue of copyright entries, part 1, group 2, listed with publisher, etc., in this book under "Periodicals"); Foreign directories (for publisher, etc., see list in this book under "Directories—Foreign"); Foreign yearbooks (for publisher, etc., see list in this book under "Yearbooks"); also in this book, under "Directories—Trade, etc." see No. 20, 23, 34, 138, 161, 169.

Documents: State, county and city reports to be obtained from state, county and city departments (for lists of state reports as published, see Monthly list of state publications, listed with publisher, etc., in this book under "Periodicals"); Reports of boards of trade and chambers of commerce (for a list of such associations, see Commercial and industrial organizations, listed with publisher, etc., in this book under "Directories—Trade, etc." No. 61); U. S. Bureau of the census publications (for list and prices, apply to Supt. of doc., Washington, D. C.).

Encyclopedias: (General)

Maps: See list in this book under "Maps—Cities."

Periodicals: Through the following indexes: Business digest, Industrial arts index, Monthly catalogue of U. S. public documents, Monthly list of state publications, Readers' guide to periodical literature. (For publisher, etc. of these indexes, see list in this book under "Periodicals"); also periodicals published by city governments, boards of trade and chambers of commerce (for lists of boards of trade, etc., see Commercial and industrial organizations, listed with publisher, etc., in this book under "Directories—Trade, etc." No. 61).

Services: Public affairs information service; Standard daily trade service; Brookmire eco-

Cities—Continued

omic service; Prentice-Hall business information service. (For publisher, etc., see list in this book under "Services").

Atlases: Rand, McNally & Co. Commercial atlas of America. Rand, McNally & Co. Atlas of foreign countries; Steiler's atlas of modern geography.

SOURCES OF INFORMATION regarding location (other than atlases and maps):—

Directories: In list under "Directories, Trade, etc." see No. 35, 46, 142, 168

Books: Gazetteers (see list in this book under "Gazetteers"); Guide books (see list in this book under "Guide books"); Automobile blue books; U. S. official postal guide (Annual, with monthly supplements. U. S. Post Office Department, Washington, D. C. \$1, with supplements); Coast pilots of the U. S. and foreign countries (for list and prices, apply to Supt of doc., Washington, D. C.); Decisions of the U. S. Geographic board 1890 to 1916 (Fourth report), U. S. Geographic board, Washington, D. C., 35c. Continued in Decisions of U. S. Geographic board, July 1916-July 1918, and by sheets issued at irregular intervals, obtainable free from U. S. Geographic Board, Washington, D. C.

See also Investments—Government—Analyses; also subhead Cities under: Accounting; Advertising; Auditing; Maps; Statistics

Bibliography

Munro, W. B. Bibliography of municipal government in the United States. 472p 1915 Harvard \$2.50

See also Accounting—Cities—Bibliography

Business condition in

Pub., price, etc., for all entries, where frequency of publication (other than annual) is indicated, will be found in this book in list under "Periodicals."

Bradstreet's; a journal of trade, finance, and public economy. Saturdays

Brookmire economic service. 56 Pine St., N. Y. \$75 a year

Comprises:—Analyst (monthly), an analysis of the conditions determining the value of investment securities, which includes investors' compass, market policy, prices and yield, standard securities; Bond bulletin (quarterly), which includes fundamental principles, international bond chart, bond yields and commodity prices by years; Financial bulletin (issued irregularly), which includes money situation, barometric trends, tables of monthly movements, fundamental figures for merchants' and bankers' reference; Forecaster (weekly), an analysis and forecast of fundamental conditions, which includes manufacturing conditions, manufacturers' compass, business compass for merchants and jobbers, weekly statistics, general business conditions, financial conditions, agricultural and transportation conditions; Investment opportunity bulletin (monthly); Interpretation of the iron and steel chart (quarterly); New York bank statement and security prices (quarterly); Trade bulletin (fortnightly), which includes sales, credit and special commodity sections, and general commodity section which includes market policy, buyers' and sellers' guide, price list of basic commodities; Sales and credit map (monthly), which includes monthly report of cities, map summary, building permits, credit situation, bank clearings, foreign commerce, etc.; International barometer (monthly), which includes U. S. barometer chart, European barometer chart.

Dun's review; a journal of finance and trade. Saturdays

See also Business—Condition of

Directories

In a library used by business men, directories are among the most used books because they are the connecting link between the seller and the buyer; and will be found a necessity unless there is in the city one of the directory libraries maintained by directory publishers. The Catalogue of copyright entries (see in list in this book under "Periodicals") is the prime source for information as to publisher, price and frequency of publication. For other sources see in this book under Directories-Bibliography.

Maps

See Maps—Cities

Officials

See Officials—Directories—Cities

Publications—Bibliography

Public affairs information service; a co-operative clearing house of public affairs information; comprises:—Weekly bulletin; Bi-monthly cumulation of bulletin; Annual cumulated bulletin, bound. Public affairs information service, 958 University Ave., N. Y. Price on application to publisher

Indexes periodicals, pamphlets, reports, government documents, etc., chiefly on business, social and legislative subjects; indexes typewritten material, bibliographies, etc., and furnishes copies at 5c per sheet, single space, plus 10c for each manuscript ordered; notes new organizations and gives advance notice of association meetings; maintains research department.

See also subhead Bibliography under:

Business; Government publications; States—Publications

Citizens in industry. Henderson, C. R. 1915

Citrus fruits. Coit, J. E. 1915

City directories. Williams, A. V. 1913

Clapp, E. J.

Port of Boston. 1916 Yale \$2.50

Port of Hamburg. 1911 Yale \$1.50

Railway traffic. 1917 (Alex. Ham. inst.

Mod. bus. v. 14) Alex. Ham. inst.

Clapp, J. B.

Century of service, 1815-1915. 1915 Peirce 50c

Clare, G.

A B C of foreign exchanges. 1895 Macmillan \$1.25

Clark, L. D.

Law of the employment of labor. 1911 Macmillan \$1.60

Clark, N. M.

Common sense in labor management. 1919 Harper \$4

Clarke, A. L.

Manual of practical indexing. 1905 Grafton 5s

Classification

Dewey, M. Decimal classification and relativ index for libraries, clippings, notes, etc. 1919

Prentice-Hall business information service. Decimal indexing system. (In Prentice-Hall business information service, 1920, p. IV-VI)

See also Filing; Indexing; Symbols

Classified C. P. A. problems and solutions—1915. Cox, H. C. 1916

Clausen, J.

Mercantile correspondence in English and German languages. 2v 1911
Gloeckner Marks 2.80 each

Clay works**Cost accounts**

See Cost accounts—Clay works

Clearing houses

Cannon, J. G. Clearing-houses; their history, methods and administration. 1900
— Clearing houses and credit instruments. 1910 (Nat. monetary com.)

Thralls, J. Clearing house, facts covering the origin, developments, functions, and operations of the clearing house and explaining the systems, plans and methods promulgated by the clearing house section of the Amer. bankers' assoc. 1916

See also Banks; Banks and banking; Exchange; Officials—Directories; Trust companies

Cleary, P. R.

How to figure profit. 1918 Cleary \$1.90

Clephane, W. C.

Organization and management of business corporations. 2d ed 1913 Vernon \$5

Clergymen**Directories**

See Churches—Directories

Clerks' and conveyancers' assistant. Abbott, B. V. 1911

Clerks' book. Farrington, F. 1907

Cleveland, F. A.

Bank and the treasury. 1908 Longmans \$2

Chapters on municipal administration and accounting. 1909 Longmans \$2

Cleveland, F. A., and Powell, F. W.

Railroad finance. 1912 Appleton \$2.50

Clifford, C. R.

Lace dictionary. 1913 Clifford \$2

Clifford, M. J., and others

Buying. 1905 System

Clifford, W. G.

Building your business by mail. 1914
Bus. res. \$2

Clothing trade

Clothiers. (In Harmsworth business library, v. 6, p. 251-256)

Murphy, W. S. Mantles, jackets and costumes; Ladies' outfitting; Establishment and conduct of a men's outfitting business. (In his Modern drapery and allied trades, 1915, v. 2, p. 97-102; 160-183)

Olgin, A. How to sell men's clothing. (In Modern merchandising, 1910, v. 5, p. 183-203)

See also Commodities of commerce—Uses; Dressmaking business; Dry goods trade; Fur trade; Glove trade; Hosiery trade; Lace trade; Men's furnishing goods trade; Millinery trade; Organization and administration; Prices (Market)—Cotton goods; Prices (Market)—Woolen goods; and other subdivisions of Prices (Market); Tailoring trade; Textile trade; Underwear trade; *also* notes on Sources of information under Trades

Advertising

See under Advertising the following subheads: Clothing trade; Tailoring trade

Associations

See Associations—Directories—Clothing trade

Bibliography

✓ Clatworthy, L. M. Economics of textiles and clothing. 44p 1918 (Home economics series, no. 3) State College of Washington, Pullman, Wash. 25c

See also subhead Bibliography under: Cotton trade; Retail stores; Textile trade

Cost accounts

See Cost accounts—Clothing trade

Costs

Men's factory-made clothing industry; report on the cost of production of men's factory-made clothing in the

Clothing trade—Costs—Continued

U. S. 1916 (U. S. Bureau of foreign and domestic commerce. Miscellaneous series, no. 34) Supt. of doc. 45c

Shirt and collar industries; report on the cost of production of men's shirts and collars in the U. S. 178p 1916 (U. S. Bureau of foreign and domestic commerce. Miscellaneous series, no. 36) Supt. of doc. 20c

Women's muslin-underwear industry; report on the cost production of women's muslin-underwear in the U. S. 1915 (U. S. Bureau of foreign and domestic commerce. Miscellaneous series, no. 29) Supt. of doc. 20c

See also subhead Costs under: Knit goods trade; Retail stores; Underwear trade

Directories

In list under "Directories, Trade, etc." see No. 42, 51, 54, 55, 63, 64, 67, 87, 94, 159, 163, 171, 200, 205, 206, 207

See also subhead Clothing trade under: Associations—Directories; Jobbing, commission business, etc.; *also* subhead Directories under: Corset trade; Embroidery trade; Fur trade; Glove trade; Hat trade; Hosiery trade; Knit goods trade; Lace trade; Manufacturers; Men's furnishing goods trade; Millinery trade; Shoe trade; Textile trade; Underwear trade

Periodicals

Clothier and furnisher. (Retail) 1st of each month

Dry goods economist; the merchants' newspaper. Saturdays

Nugent's. (Retail) Weekly

See also subhead Periodicals under: Dry goods trade; Fur trade; Men's furnishing goods trade; Millinery trade; Notion trade; Textile trade

Salesmanship

See Salesmanship—Clothing trade

Clubs. *See* Associations

Coal advertising. Borsodi, W. 1910

Coal trade

Coal dealers. (In Harnsworth business library, v. 6, p. 256-264)

Hull, A. M. Practical plans for getting new business; a book of helpful hints for retail coal merchants. 1916

Nearing, S. Anthracite: an instance of natural resource monopoly. 1915

Wilson, F. H. Coal; its origin, method of working and preparation for market.

See also Commodities of commerce—Uses; Mines and mining; Organization and administration; Prices (Market)—Coal; Statistics—Coal; *also* notes on Sources of information under Trades

Accounting

See Accounting—Coal trade

Advertising

See Advertising—Coal trade

Costs

Coal. 103p 1919 (Cost reports) U. S. Federal Trade Commission, Washington, D. C.

Report of engineers committee, 1918-1919. 194p 1919 (U. S. Fuel administration) Supt. of doc. 40c

See also Mines and mining—costs

Directories

In list under "Directories, Trade, etc." see No. 59, 204

See also subhead Directories under: Coke trade; Manufacturers; Mines and mining

Periodicals

Coal age; with which is consolidated Colliery engineer. Weekly

Retail coalman; a consolidation of Retail coal dealer, Coalman, Inland operator. (Retail) 1st of each month

Coapman, J.

How to systematize your factory. 1913 (Factory "how-books") Shaw \$2 ✓

Cochin China**Directories**

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Codes**Telegraphic**

See Telegraph codes

Cody, S.

Commercial tests and how to use them. 1919 (School efficiency monographs) World 99c ✓

English for business uses and commercial correspondence. 1914 School \$1

Cody, S.—*Continued*

How to be a private secretary. 1913
School \$2

How to deal with human nature in business. 1915 Funk \$2

How to do business by letter. 1908
School \$1

Office salesmanship. 1911 School \$1.80
spec.

Coester, A.

Spanish grammar, with practical introductory lessons. 1912 Ginn \$1.25

Coffee trade

See also Commodities of commerce—Uses; Organization and administration; Prices (Market)—Coffee; Produce exchanges; Speculation—Agricultural products; *also* notes on sources of information under Trades

Directories

In list under "Directories, Trade, etc." see No. 229

See also Jobbing, commission business, etc.—Directories—Coffee trade; *also* subhead Directories under: Grocery trade; Manufacturers

Encyclopedias and dictionaries

Coffee trade vocabulary. In list under "Directories, Trade, etc." see No. 229

Marketing methods

Dalton, R. W. Coffee and cocoa. (In Harmsworth business library. v. 3, p. 118-124)

Keable, B. B. Preparation for market. (In his Coffee, p. 28-35)

Periodicals

Tea and coffee trade journal. (also Retail)
Monthly

Coffey, W. C.

Productive sheep husbandry. 1918 (Lippincott's farm manuals) Lippincott \$2.50

Coffin, G. M.

A B C of banks and banking. 1901 (Wall Street Library v. 4) Doubleday 60c

Coffin, J. E.

Interest tables. 1914 Winston \$1

Coins and coinage. *See* Exchange (practice)

Coit, J. E.

Citrus fruits. 1915 (Rural science series)
Macmillan \$2

Coke trade

See also Commodities of commerce—Uses; Organization and administration; Prices (Market)—Coke; Statistics—Manufactures; *also* notes on Sources of information under Trades

Cost accounts

See Cost accounts—Coke trade

Directories

In list under "Directories, Trade, etc." see No. 102

See also subhead Directories under: Coal trade; Manufacturers

Cold storage trade. *See* Prices (Market), with subdivisions; *also* subhead Directories under: Ice trade; Manufacturers; Refrigeration trade

Cole, W. M.

Accounting and auditing. 1910 (Business, commerce and finance) Cree \$4.80 (Also published under title: Bookkeeping, accounting and auditing.)

Accounts; their construction and interpretation. 1915 Houghton \$2

Bookkeeping, accounting and auditing. 1916 Whitman \$3 (Also published under title: Accounting and auditing.)

Cost accounting for institutions. 1913 Ronald \$3.50

Problems in the principles of accounting. 1915 Harvard 85c

Coles, W. S.

Fire insurance handbook. 1909 Spectator \$5

Collecting by letter. Shryer, W. A. 2v 1913

Collecting of accounts

Cassell, R. J. Art of collecting; the underlying principles and practices of collecting, with suggestions, forms of reports, letters, etc. for the collection manager and the business man. 1913

Credits, collections and finance; organizing for credit work; credit policies and collection systems; financing an enterprise; investments and money markets. 1914

Ettinger, R. P. Credits and collections. 1917

Gardner, E. H. New collection methods; a systematic treatment of the place of collections in marketing; including constructive credits, psychology of collections, procedure and system for collection departments, and the principle of re-sale. 1918

Collecting of accounts—Continued

How to collect money by mail; how to write effective collection letters; testing copy; planning a series; retail, instalment and dealer accounts; credit system; collection schemes and legal steps; how creditors co-operate to cure "slow pays" and bad accounts; 157 money getting plans adopted by 43 correspondents. 1913 (System's "How-books" series)

Int. cor. schools. Credits and collections. (In its Selling to dealers, 1912, sec. 19)

Meyer, C. A. Mercantile credits and collections. 1919

96 plans for collecting money by mail; tested plans for reducing credit losses—proved ideas and letters that collect—short cuts for handling collection details—pointers to observe when extending credit. 1917

Prentice-Hall business information service; the best and newest ideas on business gathered weekly from every available source. Prentice-Hall, inc., 70 5th Ave., N.Y. \$75 a year

A loose leaf service giving abstracts and notes of current business literature appearing in periodicals, newspapers, pamphlets, books, etc., ready to file in binders, grouped mainly for the principal departments of a business firm in the following sections: Accounting; Advertising and selling; Banking, exchange and public finance; Credits and collections; Employment; Financing; Foreign trade; Industrial and commercial relations; Management; Office management; Personal efficiency; Purchasing and stores; Transportation. Paid research work. Books, periodicals and copies of articles analyzed furnished at cost.

Skinner, E. M. Credits and collections. 1916

See also Commercial correspondence—Collecting of accounts; Credits; Law; Organization and administration; *also* notes on Sources of information under Business

Banks

Credits and collections; tested methods and records for handling credits; finding the right credit basis; fortifying your credit policy; collection plans that cut costs. 1918 (Shaw banking series)

See also Banks and banking; Credits—Banks

Commercial correspondence

See Commercial correspondence—Collecting of accounts

Department stores

See Collecting of accounts—Retail stores

Export trade

See Export trade—Credits

Hardware trade

McAllister, T. W. Credits and collections. (In his Making more profits from hardware, 1918, p. 136-150)

See also Hardware trade; Credits—Hardware trade

Instalment business

Gardner, E. H. Instalment collections—correspondence courses; Instalment collections—general publications; Instalment collections—special publications. (In his New collection methods, 1918, p. 351-384)

See also Instalment business

Lumber trade

How to collect bad debts. (In How to run a retail lumber business at a profit, 1917, p. 62-74)

See also Lumber trade

Mail order business

Gardner, E. H. Collecting mail-order accounts; Collecting mail-order accounts—an unusual risk. (In his New collection methods, 1918, p. 336-350)

See also Mail order business

Periodicals

See Credits—Periodicals

Records and statistics

See Credits—Records and statistics

Retail stores

Beebe, D. E. Retail credits and collections; modern principles and practice. 1919

Gardner, E. H. Collection methods of retail merchants; Department store collections. (In his New collection methods, 1918, p. 396-411)

See also Retail stores

Collective bargaining. *See* Arbitration—Industrial; Employees

Colleges and universities. *See* Schools and colleges

Collier, W. M.

Law and practice in bankruptcy under the Nat. bankruptcy act of 1898, 11th ed

Collier, W. M.—*Continued*
with amendments of statutes and rules,
and all decisions to June 1, 1917. 1917
Bender \$12

Collins, A.
Municipal internal audit. 1913 Gee 3s 6d

Collins, A. F.
Short cuts in figures. 1916 Clode \$1

Collins, F. H.
Authors' and printers' dictionary. (Eng-
lish practice) 4th ed 1912 Frowde 1s

Collins, J. H.
Art of handling men. 1910 Altemus 50c
Human nature in selling goods. 1909 Al-
temus 50c

Collver, C.
How to analyze industrial securities. 1917
Moody's investors service \$2

Colombia
Blue book of Colombia; biographical
sketches of the most prominent person-
ages; abridged history of the Republic;
special articles relative to commerce,
agriculture and mineral wealth, based
on official statistics. 1918

Eder, P. J. Colombia. 1917

Lévine, V. Colombia; physical features,
natural resources, means of communi-
cation, manufactures and industrial
development; with introduction by
B. S. Cano. 1914 (South American
handbooks)

Veach, A. C. Quito to Bogotá; with an
introduction by the Rt. Hon. Lord
Murray of Elibank. 1917

See also Latin America; Law—For-
eign; South America; Statistics

Directories

See lists under Directories—Foreign;
Directories—Foreign, with subdivision
for proper continent

Colvin, F. H.
Aircraft mechanics handbook. 1918
McGraw \$3

Labor turnover, loyalty and output.
1919 McGraw \$1.50

Colvin, F. H., and Stanley, F. A.
American machinists' handbook and dic-
tionary of shop terms. 2d ed 1914
McGraw \$3

Coman, K.
Industrial history of the United States.
1910 Macmillan \$1.60

Coming newspaper. Thorpe, M. 1915

Commentary on the science of organiza-
tion and business development. Frank,
R. J. 1911

Commerce

Austin, O. P. Economics of world trade.
1916 (Bus. tr. corp. Course in foreign
trade, v. 1)

Bastable, C. F. Theory of international
trade, with some of its applications to
economic policy. 4th ed 1903

Brooks, T. J. Principles of commerce.
1916

Brown, H. G. International trade and
exchange; a study of the mechanism
and advantages of commerce. 1914

— Principles of commerce; a study of
the mechanism, the advantages, and
the transportation costs of foreign and
domestic trade. 1917

Moore, J. T. M. American business in
world markets; our opportunities and
obligations in securing export trade;
the plans and purposes of other na-
tions. 1919

Pan American scientific congress, 2d,
Washington, D.C. Transportation,
commerce, finance and taxation. 1917
(Proceedings, sec. 9, v. 11)

Pepper, C. M. American foreign trade;
the U. S. as a world power in the new
era of international commerce. 1919

Smith, J. R. Influence of the great war
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Verrill, A. H. Getting together with
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Whelpley, J. D. Trade of the world.
1913

See also Associations—Commercial;
Associations—Directories—Commercial;
Atlases; Business—Condition of; Com-
mercial geography; Commodities of
commerce—Uses; Economics; Ency-
clopedias and dictionaries; Exchange;
Export trade; Import trade; Law;
Merchant marine; Ports; Shipment of
goods; Statistics; Tariff; Telegraph
codes; Trade marks and trade names;
Transportation; Trusts; Warehouse
business; Water transportation busi-
ness; Yearbooks; *also* under names of
countries and continents, and name of
specific trade or industry

Associations

See Associations—Commercial; As-
sociations—Directories—Commercial

Commerce—*Continued*

Atlases

Bartholomew, J. G. Atlas of the world's commerce; a new series of maps with descriptive text and diagrams showing products, imports, exports, commercial conditions and economic statistics of the countries of the world. 1907

See also Atlases

Bibliography

Pan American Union, Washington, D.C. Reference list on commerce, exporting and importing. 19p 1919

See also subhead Bibliography under: Business; Export trade; Water transportation business

History

Bogart, E. L. Economic history of the United States. 1907

Coman, K. Industrial history of the United States. 1910

Day, C. History of commerce. 1914

✓ Depew, C. M. One hundred years of Amer. commerce; a history of Amer. commerce by one hundred Americans with a chronological table of the important events of Amer. commerce and invention within the past one hundred years 1795-1895. 2v in 1 1895

Herrick, C. A. History of commerce and industry. 1917 (Macmillan's commercial series)

Johnson, E. R. History of domestic and foreign commerce of the U. S. 2v 1915

Marchant, J. R. V. Commercial history.

Moore, J. R. H. Industrial history of the Amer. people. 1913

Selfridge, H. G. Romance of commerce. 1918

Webster, W. C. General history of commerce. 1903

Periodicals

Foreign trade record. Weekly

Standard daily trade service. Standard Statistics Co., 47 West St., N.Y. \$120 a year

In loose leaf form for filing in spring binder. Report currently, in condensed form, the news affecting business. Originally planned for the exporter it gives markets for commodities, new sources of raw materials, establishment of new industries, U. S. and foreign government regulations and their changes affecting the exporter and importer, and business conditions in all countries. Its scope has been broadened to cover all kinds of business and surveys of individual industries are frequently given. Federal laws and regulations with their bearing on business

given in detail. Everything daily revised. Washington, European, Latin-American, Russian and Far Eastern representatives collect its foreign information. Supplemental service by telephone and correspondence on subjects covered.

Times imperial and foreign trade supplement. Saturdays

World's markets; a journal of information for all who are engaged in international trade. Monthly

Youroveta review. Monthly

See also Export trade—Periodicals

United States

See Commerce; Export trade; U. S.—Industries

Commercial arithmetic. *See* Arithmetic; Bookkeeping; Offices—Appliances; Ready reckoners; Tables, formulae, etc.

Commercial associations. *See* Associations—Commercial

Commercial correspondence

Althouse, C. O. Business letters; how to write letters that get business and keep it. 1910

Altmaier, C. L. Commercial correspondence and postal information. 1914 (Macmillan's commercial series)

Automatic letter writer; more and better letters at less cost; how to organize your correspondence; tested standard paragraphs and form letters ready for continuous use by correspondents in making sales, handling orders, adjusting complaints and collecting accounts by mail; with seventy-five sales and collection letters that brought high returns. 1914

Baker, J. T. Correct business letter writing and business English. 1911

Bamburgh, W. C. Talks on business correspondence. 1916

Banks, E. Correct business and legal forms. 1912

— Putnam's correspondence handbook; a work of reference designed to promote efficiency in business correspondence. 1914

Barrett, C. R. Business English and correspondence. 1914

Belding, A. G. Commercial correspondence. 1905 (Williams & Rogers series)

Better letters association. Proceedings. Annual

Business training corporation. Course in business English. 12v 1916

Commercial correspondence—*Continued*

- Butler, R. S. Commercial correspondence. 1919 (Commercial education series)
- Campbell, H. D. Campbell's commercial correspondence; the art of modern business letter writing. 1918
- Cody, S. English for business uses and commercial correspondence. 1914
- How to deal with human nature in business; a practical book on doing business by correspondence, advertising, and salesmanship. 1915
- How to do business by letter. 1908
- Office salesmanship; how to write letters and advertisements that pull; a practical and scientific method of handling customers by written salesmanship. 1911
- Cramp, H. Letter writing, business and social; a manual on the craft of letter writing with instructions and specimen letters. 1914
- Crissey, F. Handbook of modern business correspondence. 1908
- Davis, J. F. English composition and business correspondence.
- Davis, R. Business English and correspondence. 1914
- Dwyer, I. E. Business letter. 1914
- Erskine, F. M. Modern business correspondence; the writing of business letters, including exercises in word study, synonyms, ad writing, punctuation, etc. 1907
- Ferrars, M. H. Universal letter writer in eight languages; (English, German, French, Italian, Dutch, Russian, Portuguese, Spanish); a manual of private and commercial correspondence. 1914
- Fowler, N. C., jr. Art of letter writing; a practical manual covering the whole field of correspondence. 1913
- Gardner, E. H. Effective business letters; their requirements and preparation, with specific directions for the various types of letters commonly used in business. 1919
- Hall, H. L. C. Commercial correspondence; a talk about business letters from a practical standpoint. 1906
- Hammond, H. W. Style-book of business English; for high schools, business courses, regents' and teachers' examinations, etc. 1916
- Hotchkiss, G. B. Business correspondence. 1910 (Alex. Ham. inst. Mod. bus. v. 2, pt. 2)
- Business correspondence. 1914 (Alex. Ham. inst. Mod. bus. v. 5, pt. 1)
- Handbook of business English. 1917
- Int. cor. schools. English grammar; punctuation and capitalization; letter writing.
- Stenographer's and correspondent's handbook; a reference work on stenographic and typewriting methods, business correspondence, diction, modern office practice, postal information, and allied subjects. 1910
- Kennedy, W. W. Effective English and letter writing; a practical drill in the principles of grammar and their application to business forms, customs and usages, consisting of a series of carefully graded lessons that trace by easy steps the natural development of the subjects treated. 1918
- Kimball, G. S. Business English. 1908
- Loomis, H. T. New practical letter writing; a text book for use in schools; a reference book for everybody. 1911
- McJohnston, H. Business correspondence. 1917 (Alex. Ham. inst. Mod. bus. v. 12)
- Making-letters-pay system.
- Opdycke, J. B. Commercial letters. 1918
- Orcutt, W. D. Writer's desk book. 1912
- Pitman, Sir I., and sons, pubs. Commercial correspondence and commercial English.
- Poole, G. W. Letters that make good; a desk book for business men. 3d ed 1915
- Russell, T. H. Business correspondence and forms. 1910 (International business library)
- Ruxton, R. Art of resultful letter writing. 56p 1918 Mailbag Publishing Co., 1800 East 40th St., Cleveland, O.
- Sales correspondence; writing the letter; follow-ups; tests and campaigns; selling a service; handling trade by mail. 1917
- Sales promotion by mail, how to sell and how to advertise; a handbook of business building. 1916
- Smart, W. K. How to write business letters. 1916 (Rev. ed. of How to write letters that win.)

Commercial correspondence—Continued

System Co. Business correspondence library. 3v 1911 For contents see under System Co.

Wiers, C. R. How to write a business letter. 1911

See also Abbreviations; Business—Practice; Correspondence department—Management; Dictating; Encyclopedias and dictionaries; English language; Mailing lists; Reference books; *also* under Commercial correspondence the following subheads: Bibliography; Model letters; Periodicals; Training employees in; name of specific foreign language and name of specific trade or industry

Adjustments

Automatic letter writer; more and better letters at less cost; how to organize your correspondence; tested standard paragraphs and form letters ready for continuous use by correspondents in making sales, handling orders, adjusting complaints and collecting accounts by mail; with seventy-five sales and collection letters that brought high returns. 1914

Business training corporation. Course in business English. v. 6. 1916

Butler, R. S. Complaints—How to write them; Complaints—How to adjust them. (In his Commercial correspondence, 1919, p. 192-245)

Gardner, E. H. Adjustment letters. (In his Effective business letters, 1919, p. 93-136)

Hotchkiss, G. B. Claims and adjustments. (In his Business English, 1916, p. 197-210)

Leffingwell, W. H. Cutting the cost of adjustment complaints; form letters that handle complaints. (In his Automatic letterwriter and dictation system, 1918, p. 101-152)

Opdycke, J. B. Letters of claim and adjustment. (In his Commercial letters, 1918, p. 101-122)

Applications for position

Barrett, C. R. Applying by letter; Letters of application. (In his Getting a good job, 1917, p. 53-70)

Butler, R. S. Letters of application. (In his Commercial correspondence, 1919, p. 246-288)

Crissey, F. Letters of application. (In his Handbook of modern business correspondence, 1908, p. 338-352)

Davis, R. Letter of application. (In his Business English and correspondence, 1914, p. 186-201)

Fowler, N. C., jr. Applying by mail for a position. (In his How to get and keep a job, 1912, p. 64-90)

Gardner, E. H. Applications for positions. (In his Effective business letters, 1919, p. 307-314)

Hammond, H. W. Letters of application. (In his Style-book of business English, 1916, p. 68-85)

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- Davis, R. Buying letter. (In his Business English and correspondence, 1914, p. 202-212)
- Gardner, E. H. Letters ordering goods—Remittances and enclosures. (In his Effective business letters, 1919, p. 81-92)
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- Pitman, Sir I., and sons, pubs. Orders. (In its Commercial correspondence and commercial English, p. 117-125)

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- Advertising world; a publication for the retail advertiser and for the manufacturer of the goods he sells. (also Retail) 15th of each month
- Better letters association bulletin. Semi-monthly
- Better letters bulletin. Weekly
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- Davis, R. Letter of introduction and letter of recommendation. (In his Business English and correspondence, 1914, p. 241-253)
- Erskine, F. M. Letters of introduction and recommendation. (In his Modern business correspondence, 1907, p. 86-95)
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- Hotchkiss, G. B. Applications and recommendations. (In his Business correspondence, 1914, p. 147-169)
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- Dartnell corporation. Collection of character building letters written by ten successful sales managers to salesmen who were not doing very well. (Special report, no. 3) \$2
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Dartnell monthly sales service. Dartnell corporation, 223 W. Jackson Boulevard, Chicago \$12 a month

Comprises:—Weekly news bulletin for salesmen; Bi-weekly confidential letter, (to be filed in binder in following groups): Advertising, Mailing lists, Contests, Conventions, Sales manuals, Bulletins, Market data, Handling salesmen, Salesman's compensation, Sales stimulations, Organization, Routine short cuts, Articles, Books; Monthly "better salesmanship" cartoon for salesmen; Monthly report on timely sales management problems.

Subscribers are entitled to use the corporation's general data files and to receive copies of all standard manuals issued. (For list of manuals issued to date see under Aspley, J. C.)

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Commercial history. *See* *Commerce—History*

Commercial law. *See* *Law*

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- v 1 Argentine republic; Uruguay, etc.
- v 2 Colombia.
- v 3 Venezuela; Ecuador.
- v 5 Peru; Bolivia.
- v 6 Chile; Paraguay.
- v 7-8 United States.
- v 10 Salvador; Santo Domingo; Nicaragua.
- v 13-14 Great Britain and Ireland
- 15-18 British dominions and protectorates.
- v 20 Denmark; Scandinavia.
- v 21 France; Monaco.
- v 22 Belgium; Luxemburg.
- v 21-25 German empire.
- v 32 Spain.

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Gannett, H. Commercial products. (In his *Commercial geography*, 1913, p. 82-162)

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Compulsory arbitration. See Arbitration—Industrial; Employees

Compulsory arbitration in industrial disputes. Hamilton, W. F. 1913

Compulsory insurance. See Insurance—State and compulsory

Conant, C. A.

Banking system of Mexico. 1910 (Nat. monetary com.) (61st Cong., 2d sess., Sen. doc. 493) Supt. of doc. 35c

History of modern banks of issue. 1915
Putnam \$3.50

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Principles of money and banking. 2v 1905 Harper \$4

Wall street and the country. 1904 Putnam \$1.25

Concrete trade. See Building material trade; Cement trade

Condensed chemical dictionary. 1919
Chemical \$5

Confectionery trade

Aubauchon, W. M. How to sell confectionery. (In Modern merchandising, 1910, v. 5, p. 380-396)

Bakers and confectioners; Sweet-sellers. (In Harmsworth business library, v. 6, p. 181-189; v. 7, p. 254-264)

Price, G. W. Cost manual (manufacturing), prepared for the National confectioners' association of the U. S. 1916

See also Baking trade; Commodities of commerce—Uses; Organization and administration; Prices (Market)—

Sugar; and other subdivisions of Prices (Market); also notes on Sources of information under Trades

Advertising

See Advertising—Confectionery trade

Cost accounts

See Cost accounts—Confectionery trade

Directories

In list under "Directories, Trade, etc." see No. 223

See also Manufacturers—Directories

Periodicals

Candy and ice cream; a trade journal for confectioners. (also Retail) Monthly Confectioners journal. 1st of each month

See also Baking trade—Periodicals

Congo (French)**Directories**

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Congressional directory. In list under "Directories, Trade, etc." see No. 167

Conlin, J. A.

Income and federal tax reports. 1918
Prentice \$3

Connor, J. F.

Employers' liability, workmen's compensation and liability insurance. 1916
Spectator \$5

Consolidated stock exchange of New York. Nelson, S. A. 1907

Construction of graphical charts. Peddle, J. B. 1910

Construction plant. Dana, R. T. 1914

Consuls. See Officials—Directories—Consuls

Consumers and wage earners. Rose, J. E. 1912

Consumption**Statistics**

See Statistics—Consumption

Container trade

See also Organization and administration; also notes on Sources of information under Trades

Directories

See subhead Directories under: Manufacturers; Paper box trade

Container trade—*Continued*

Periodicals

Package advertiser; a journal of information and reference for large buyers of containers, equipment and supplies for the packaging and shipping departments. 15th of each month

Packages. Monthly

See also Paper box trade—Periodicals; Paper trade—Periodicals; Prices (Market), with subdivisions; Shipment of goods

Contests. *See* Sales—Contests

Contracting business. *See* Building trades; Cost accounts—Electrical contracting business; Engineering offices

Contracts

See also Engineering offices; Forms (law); Insurance—Surety and fidelity; Law—Contracts; Mortgages; Partnerships

Periodicals

American contractor: the business journal of construction. Saturdays

Electrical world. Weekly

Engineering and contracting. Wednesdays

Engineering news-record; a consolidation of Engineering news and Engineering record, with which is incorporated the Contractor. Weekly

Labour gazette. Monthly

Manufacturers record; devoted to the up-building of the nation through the development of the South, and Southwest as the nation's greatest material asset. Thursdays

Oil, paint and drug reporter. Mondays

Public works. Weekly

Real estate record and builder's guide; devoted to real estate, building construction and building management in the metropolitan district. Saturdays

United States government advertiser. Thursdays

Contracts, specifications and engineering relations. Mead, D. W. 1916

Controlling profits. Herz, E. 1917

Conventions. *See* Associations—Convention records

Conveyancing. *See* Forms (law); Law—Real estate; Real estate business; Torrens system

Conway, T. jr.

Investment and speculation. 1910 (Alex. Ham. inst. Mod. bus. v. 7) Alex. Ham. inst.

Conway T., jr., and Atwood, A. W.

Investment and speculation. 1914 (Alex. Ham. inst. Mod. bus. v. 10) Alex. Ham. inst.

Conway, T., jr., and Patterson, E. M.

Operation of the new bank act. 1914 Lippincott \$2

Conyngton, T.

Business law. 1918 Ronald \$4

Corporate organization and management. 1917 Ronald \$6

Manual of corporate management. 1911 Ronald \$3.50

Manual of corporate organization. 1913 Ronald \$4

Manual of partnership relations. 1905 Ronald \$2

Modern corporation. 4th ed 1910 Ronald \$2

Cook, J. T.

How to work insurance agencies. 1909 Pitman, G. 1s

Cook, W. W.

Treatise on the law of corporations having capital stock. 5v 1913 Little \$32.50

Cooper, C. S.

Brazilians, and their country. 1917 Stokes \$3.50

Understanding South America. 1918 Doran \$2

Cooper, F.

Financing an enterprise. 1915 Ronald \$3

Cooperation. *See* Building and loan associations; Employees; Employment problems; Insurance; Labor unions; Profit Sharing; Welfare work

Cooperative buying

Powell, G. H. Cooperation in the purchase of supplies. (In his Cooperation in agriculture, 1915, p. 250-258)

Swinney, J. B. Cooperative jobbing. (In his Merchandising, 1917, p. 134-145)

Cooperative marketing. Cumberland, W. W. 1917

Cooperative selling

Coulter, J. L. Co-operation among farmers; the keystone of rural prosperity. 1914

Cumberland, W. W. Cooperative marketing; its advantages as exemplified in The California fruit growers exchange. 1917

Cooperative selling—Continued

- Dartnell corporation. New plan of cooperation in export selling with list of joint agencies already organized and operating. (Special report, no. 29) \$1
- Harris, E. P. Place and progress of cooperative production. (In his *Co-operation*, 1918, p. 257-263)
- Powell, G. H. Cooperation in agriculture. 1915 (Rural science series)
See also Farm produce—Marketing methods

Cooperative stores

- Coulter, J. L. Co-operative stores. (In his *Co-operation among farmers*, 1914, p. 254-269)
- Harris, E. P. Co-operation; the hope of the consumer. 1918
- Survey of typical cooperative stores in the U. S. 32p 1916 (U. S. Dept. of agriculture. Bulletin, no. 394) Supt. of doc. 10c
- Swinney, J. B. Cooperative store. (In his *Merchandising*, 1917, p. 334-348)
See also Auditing—Cooperative stores; Organization and administration; *also* notes on Sources of information under Trades

Cope, E. A.

- Filing systems. 1913 Pitman \$1

Copeland, M. T.

- Business statistics. 1917 (Harvard business studies) Harvard \$3.75
- Cotton manufacturing industry of the U. S. 1912 (Harvard economic studies) Harvard \$2

Copper industry

- See also* Commodities of commerce—Uses; Engineering offices; Metal trade; Mines and mining; Organization and administration; Prices (Market)—Copper; and other subdivisions of Prices (Market); *also* notes on Sources of information under Industries

Costs

- Copper. 26p 1919 (Cost reports) U. S. Federal Trade Commission, Washington, D. C.
See also Mines and mining—Costs

Directories

- In list under "Directories, Trade, etc." see No. 148
See also subhead Directories under: Manufacturers; Mines and mining

Periodicals

See Metal trade—Periodicals

Copy writing. *See* Advertising—Technique

Copyright

- Bowker, R. R. Copyright; its history and its law; being a summary of the principles and practice of copyright, with special reference to the Amer. code of 1909 and the British act of 1911. 1912
- Brisco, N. A. Trade marks and copyrights. (In his *Economics of business*, 1913, p. 334-358)
- Elfreth, W. H. Patents, copyrights and trade marks. 1913
- Weil, A. W. American copyright law; with especial reference to the present U. S. copyright act, with appendices containing forms from adjudicated cases, and the copyright laws of England, Canada, Australia, Germany and France. 1917
See also Law—Copyright; Law—Patents and trade marks; Trade marks and trade names

Corbion, W. A.

- Principles of salesmanship, deportment and system. 1907 Jacobs \$1

Cordage trade

- See also* Commodities of commerce—Uses; Organization and administration; Prices (Market)—Hemp, jute and rope; Statistics—Manufactures; *also* notes on Sources of information under Trades

Cost accounts

See Cost accounts—Cordage trade

Directories

- In list under "Directories, Trade, etc." see No. 65
See also Jobbing, commission business, etc.—Directories—Cordage trade; *also* subhead Directories under: Fiber trade; Hardware trade; Hemp trade; Jute trade; Manufacturers; Ship chandlers

Cornett, W. N.

- French commercial correspondence and technicalities, etc. 1911 (Hossfeld's series) Hirschfeld 2s 6d

Corporate finance and accounting. Bentley, H. C. 1911

Corporate organization and management. Conyngton, T. 1917

- ✓ **Corporate promotions and reorganizations.**
Dewing, A. S. 1914

Corporation schools

- ✓ Beatty, A. J. Corporation schools. 1918
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- ✓ Nat. assoc. of corporation schools. Annual conventions; papers, reports and discussions. Annual

See also Business—Training employees in

Corporations

- ✓ Burton, T. E. Corporations and the state. 1911

- ✓ Cushing, H. A. Voting trusts; a chapter in recent corporate history. 1915

Davis, J. P. Corporations; origin, development and relation to the state. 2v 1905

- ✓ Davis, J. S. Essays in the earlier history of American corporations. 2v 1917 (Harvard economic studies)

Dewing, A. S. Corporate promotions and reorganizations. 1914 (Harvard economic studies)

Haney, L. H. Business organization and combination; an analysis of the evolution and nature of business organization in the U. S.; a tentative solution of corporation and trust problems. 1914

See also Promoting; Public service corporations; Taxation—U. S.

Accounting

See Accounting—Corporations; Valuation

Directories

Lists of corporations granted a charter under the state are published for some of the states (see in this book under States—Publications—Bibliography). These printed lists may be supplemented by clipping notices from the financial papers that publish names of new corporations. These clippings may be mounted on cards to form an alphabetic list.

Publisher, price, etc., for all entries, where frequency of publication (other than annual) is indicated, will be found in this book in list under "Periodicals."

In list under "Directories, Trade, etc." see No. 62, 72, 73, 74, 75, 76, 77, 109, 172, 222, 226, 233

Credito Italiano. Società Italiane per azioni; notizie statistiche. 2v Annual

Delaware corporations. Monthly

Journal of commerce and commercial bulletin. Daily except Sundays and holidays

Manual of statistics; stock exchange handbook; railroad securities; industrial securities; government securities; stock exchange quotations; mining; grain and provisions; cotton; money; bank and trust companies. Annual

Moody's investor's service. Moody's analyses of investments. 4v Annual

- v 1 Steam railroads.
- v 2 Industrials.
- v 3 Public utilities.
- v 4 Governments and municipals.

For full information about the service of which these volumes form a part see in this book under "Services."

Poor's publishing co. Manual. 3v Annual

- v 1 Poor's manual of railroads.
- v 2 Moody's manual of railroads and corporation securities: Public utility section.
- v 3 Moody's manual of railroads and corporation securities: Industrial section. (Volumes numbered arbitrarily)

Skinner, T. Stock exchange year-book; a careful digest of information relating to the origin, history and present position of each of the public securities and joint stock companies known to the markets of the United Kingdom. Annual

Smythe, R. M. Obsolete American securities and corporations. 2v 1904-1911

Standard daily corporation service. Standard Statistics Co., inc., 47 West St., N. Y. \$108 a year

Comprises:—Daily revised annual report cards; Daily revised bulletin cards; Daily revised bond cards; Daily revised special bulletin cards in case of reorganization; Daily corporation news sheet with weekly indexes; Unlisted and local securities, bi-monthly; Daily dividend sheet on active stocks; Weekly dividend sheet on unlisted and inactive stock. Supplemental service by telephone and correspondence on subjects covered.

Stock exchange official intelligence; being a carefully revised précis of information regarding British, American and foreign securities, including government, corporation, Indian, colonial and foreign stocks; railways; banks and discount cos.; breweries and distilleries; canals and docks; electric lighting and power; financial, land and investment; financial trusts; gas; insurance; iron,

Corporations—Directories—*Continued*

coal and steel; mines; nitrate; oil; shipping; tea, coffee and rubber; telegraphs and telephones; tramways; water works; and other commercial and industrial companies. There are also special chapters on subjects of immediate financial interest. Annual

See also Directories—Foreign; Yearbooks (many yearbooks of foreign countries give lists of corporations); also subhead Directories under: Directors; and name of specific trade or business

Finance

Brinton, W. C. Corporation financial reports. (In his Graphic methods for presenting facts, 1914, p. 307-320)

Business training corporation. Financing; how modern business makes and spends its dollars. (In its Course in business essentials, 1916-1918, v. 10)

Conyngton, T. Corporate organization and management. 1917

✓ Cooper, F. Financing an enterprise; a manual of information and suggestion for promoters, investors and business men generally. 1915

✓ Gerstenberg, C. W. Materials of corporation finance. 1915

— Organization and control. 1917 (Alex. Ham. inst. Mod. bus. v. 3)

Greendlinger, L. Financial and business statements. 1917 (Alex. Ham. inst. Mod. bus. v. 22)

✓ Investment bankers association of America. Courses of study in corporation finance and investment. 1917

✓ Lough, W. H. Business finance; a practical study of financial management in private business concerns. 1917

— Corporation finance; an exposition of the principles and methods governing the promotion, organization and management of modern corporations. 1910 (Alex. Ham. inst. Mod. bus. v. 4)

— Corporation finance; an exposition of the principles and methods governing the promotion, organization and management of modern corporations. 1914 (Alex. Ham. inst. Mod. bus. v. 8)

Lyon, W. H. Corporation finance: pt 1, Capitalization; pt 2, Distributing securities, reorganization. 1916

✓ Mead, E. S. Corporation finance. 1915

✓ Stetson, F. L. Some legal phases of corporate financing, reorganization and regulation. 1917

Walker, W. H. Corporation finance. 1917 (Alex. Ham. inst. Mod. bus. v. 11)

See also Bond houses; Financial statements; Investments; Promoting; Stock brokerage business; Valuation

Law

See Law—Corporations

Organization and administration

Carney, W. A. Promoter's assistant and improved secretary's manual. 3d ed 1910

✓ Clephane, W. C. Organization and management of business corporations. 2d ed 1913

✓ Conyngton, T. Corporate organization and management. 1917

— Manual of corporate management; forms, directions and information for the use of lawyers and corporate officials. 1911

— Manual of corporate organization; information, directions and suggestions relating to the incorporation of enterprises. 3d ed 1913

— Modern corporation, its mechanism, methods, formation and management. 4th ed 1910

✓ Frank, R. J. Commentary on the science of organization and business development. 1911

✓ Ringo, A. L. Management of private corporations. 1909

✓ Spelling, T. C. Manual of corporate management with forms. 3d ed 1919

See also Organization and administration; Parliamentary practice

Securities

See Investments; Promoting

Correspondence. See Commercial correspondence

Correspondence department

Management

Galloway, L. Control of correspondence and related activities; Language of business—writing. (In his Office management, 1918, p. 173-261; 521-540)

Griffith, J. B. Correspondence and filing. (In Amer. sch. of cor. Cyc. of commerce, etc., 1910, v. 1, p. 231-286)

Correspondence department—Management
—*Continued*

Harrison, J. R. Organization of a correspondence department. (In *Modern merchandising*, 1910, v. 1, p. 261-274)

See also Offices—Management; Stenographic department—Management; also subhead Directories under: Officials; name of specific trade or business

Corset trade

See also Organization and administration; also notes on Sources of information under Trades

Directories

In list under "Directories, Trade, etc." see No. 43

See also subhead Directories under: Clothing trade; Manufacturers; Textile trade; Underwear trade

Cortina, R. D. de la

Modelos para cartas en español y en inglés. 1918 Cortina \$1

Cost. *See* Prices (Market); also subhead Costs under name of specific trade or business

Cost accounts

SOURCES OF INFORMATION for systems of cost accounting for a specific trade or business:—

Books and parts of books: Books on the specific trade or industry (see list in this book under name of trade or business); also see list in this book under "Cost accounts" with subhead for name of trade or business.

Bibliographies: See list in this book under "Cost accounts-Bibliography."

Encyclopedias: See list in this book under "Accounting-Encyclopedias and dictionaries."

Periodicals: Through the following indexes: *Business digest*; *Industrial arts index*. (For publisher, etc., see list in this book under "Periodicals"); *Public affairs information service* (for publisher, etc., see list in this book under "Services"); *Journal of accountancy index* for v. 1-16, and indexes to succeeding separate volumes.

Basset, W. R. "What a cost system means to your business." (In his *Accounting as an aid to business profits*, 1918, p. 210-218)

Bentley, H. C. Elements of cost accounting. (In his *Science of accounts*, 1911, p. 219-250)

Best, J. W. Introduction and general. (In his *Cost accounts with special reference to those of an engineer and ironfounder*, 1911, p. 1-7)

Cleary, P. R. How to figure profit; a comprehensive reference book for business men, teachers and students. 1918

Costs and statistics; basic cost principles; mapping out the cost system; graphs and statistics; expense control. 1914

Denham, R. S. Catechism of costfinding; a book of questions and answers about terminology; business economics; cost; cost-finding methods; cost system installation; objections to cost system; together with the testimonials of many users of Denham's cost-finding service. 1913

— Fundamentals of cost and profit calculation; a vigorous discussion of the vital elements of business. 1918

Kimball, D. S. Importance of cost finding; Problems of cost finding. (In his *Cost finding*, 1917, p. 1-36)

Nicholson, J. L. Cost accounting. (In *Int. cor. schools. Cost accounting*, 1914, sec. 13-20)

See also Accounting; Accountnig—Encyclopedias and dictionaries; Accounting—Reports; Depreciation; Factories—Organization and administration; Financial statements; Good will (in business); Graphic methods; Inventories; Organization and administration; Statistics (theory and practice); Stockkeeping—Factories; Stockkeeping—Retail stores; Symbols; Valuation; also under Cost accounts the following subheads: Bibliography; Installations; Periodicals; Reports; Retail stores; name of specific trade or business; also subhead Costs under name of specific trade or business (for list of trades, see reference under Costs)

Cost accounts (for the executive)

Andersen, A. E. Behind the figures. (In *Copeland, M. T. Business statistics*, 1917, p. 583-591)

Dana, R. T. Cost-analysis engineering. (In *Amer. sch. of cor. Cyc. of commerce*, etc., 1910, v. 2, p. 231-318)

Denham, R. S. Fundamentals of cost and profit calculation; a vigorous discussion of the vital elements of business. 1918

Farnham, D. T. Cost system, the source of reliable statistics. (In his *Executive statistical control*, 1917, p. 37-72)

Franklin, B. A. Cost reports for executives as a means of plant control. 1913

Kimball, D. S. Cost finding. 1914 (Alex. Ham. inst. Mod. bus. v. 7, pt. 2)

— Cost finding. 1917 (Alex. Ham. inst. Mod. bus. v. 10)

Moxey, E. P. Principles of factory cost keeping. 1918

Cost accounts (for the executive)—Cont

Parsons, C. C. Cost accounting records. (In his Office organization and management, 1917, p. 273-284)

✓ Thompson, C. B. How to find factory costs. 1916

Using cost data to control operations. (In Operation and costs, 1915, p. 172-216)

See also Accounting (for the executive); Accounting—Reports; Cost accounts—Reports; Executive methods and policies; Factories—Organization and administration; Financial statements; Graphic methods (for the executive)

Associations

See Accounting—(of) Associations

Automobile trade

Ridgway, A. C. System of costing for motor-car manufacturers. (In his Cost accounts in principle and practice, p. 70-108)

See also under Accounting the following subheads: Automobile trade; Garage business; Taxi business; *also* under Cost accounts the following subheads: Automobile trade (retail); Motor truck operation

Automobile trade (retail)

Cost system minus red tape. (In How to run a retail automobile business at a profit, 1918, p. 177-192)

See also Cost accounts—Retail stores

Baking trade

Kent, W. Costs in a bakery. (In his Bookkeeping and cost accounting for factories, 1918, p. 206)

Wihlfahrt, J. E. Treatise on increasing bakery efficiency; specimens for figuring costs, expenses and results. 36p 1917 R. A. Haag, 96-98 Maiden Lane, N. Y.

See also Cost accounts—Confectionery trade

Banks

Accounting and costs; finding bank costs; how to check profit leaks; simple cost systems that pay; making every account profitable; tested ways to reduce costs. 1918 (Shaw banking series)

Grut, H. N. How a banker figured his costs. (In Costs and statistics, 1914, p. 141-150)

Kniffin, W. H., jr. Cost accounting and analysis of accounts. (In his Practical work of a bank, 1915, p. 537-568)

Thomas, F. W. Cost accounting in a bank. 52p 1910 F. W. Thomas, 1003 Lincoln Ave., Toledo, O. \$2

See also Banks and banking—Costs; *also* under Accounting the following subheads: Banks; Building and loan associations

Bibliography

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Institute of chartered accountants. Library catalogue. 963p 1913 Constable
Journal of accountancy; index, vols. 1-16 inclusive, Nov. 1905—Dec. 1913. 1914

See also subhead Bibliography under: Accounting; Depreciation; Valuation

Boiler shops

Eddis, W. C. Cost accounts for boiler and engine manufacturers and contracting engineers. (In his Manufacturer's accounts, 1904, p. 85-108)

See also Cost accounts—Machine shops

Box trade

Business man's magazine. Cost accounting methods in the wooden box manufacturing business. (In its American business methods, 1908, p. 85-90)

See also Cost accounts—Paper box trade

Branch houses

See Cost accounts—Retail stores; *also* under Accounting the following subheads: Branch houses; Chain stores; Retail stores

Brick trade

Eggleston, D. C. Costs in the brick manufacturing and copper mining industries. (In his Problems in cost accounting, 1918, p. 314-320)

See also Cost accounts—Clay works

Building trades

Baillet, H. F. Overhead expense and percentage methods; a lecture on the cost of doing business, explaining how to find it and what to do with it when found; with practical examples of its use taken from actual business experiences. 1915 ✓

Cost accounts—Building trades—Continued

Davies, J. P. Construction cost keeping and estimating. (In his *Engineering office systems and methods*, 1915, p. 273-291)

Gillette, H. P. Flexible cost keeping system on building construction; Cost keeping blanks for building construction; Cost keeping system of the Aberthaw construction company, with blanks. (In his *Cost keeping and management engineering*, 1909, p. 154-164; 188-209)

Seabrook, E. L. How to make the business pay; a practical treatise on business management for contractors in sheet metal work, plumbing, heating, electrical work, and building construction; with methods for ascertaining the cost of conducting business; estimating on contracts; bookkeeping; conducting collections and credits; publicity and business correspondence; securing and retaining custom. 1916

See also Building trades—Costs; *also* under Accounting the following subheads: Building trades; Engineering offices; Lumber trade; *also* under Cost accounts the following subheads: Engineering offices; Lumber trade; Painting and decorating trade; Plumbing trade

Cafeteria business

Flint, C. A. Flint's cost finding system for hotels, restaurants and cafeterias. 1917

See also Cost accounts—Restaurant business

Cement trade

Association of American Portland cement manufacturers, 111 West Washington St., Chicago, Ill. Cost accounting. 41p

Millener, C. A. Cost accounting for cement industry. (In his *Cost accounts*, 1901, p. 10-42)

Chain stores

See under Accounting the following subheads: Branch houses; Chain stores; Department stores; Retail stores; *also* under Cost accounts the following subheads: Grocery trade; Retail stores

Chemical and drug trade

Day, C. M. Cost system for a drug compounding laboratory and factory. (In his *Accounting practice*, 1908, p. 146-152)

Cities

See Accounting—Cities

Clay works

Millener, C. A. Clay works—cost statement. (In his *Cost accounts*, 1901, p. 44-45)

Clothing trade

Frankel, P. Cost finding in the cloak and suit industry; issued under the direction of the National cloak, suit and shirt manufacturers association. 19p 1912 National Cloak, Suit and Shirt manufacturers Association, 366 5th Ave., N. Y. \$2

See also under Accounting the following subheads: Cotton trade; Textile trade; *also* under Cost accounts the following subheads: Cotton trade; Dress-making business; Knit goods trade; Silk trade; Textile trade; Wool trade

Coal trade

See Cost Accounts—Mines and mining; *also* under Accounting the following subheads: Coal trade; Mines and mining

Coal trade (retail)

See Accounting—Coal trade (retail); *also* subhead Retail stores under: Accounting; Cost accounts

Coke trade

Millener, C. A. Coke ovens—cost statement. (In his *Cost accounts*, 1901, p. 52)

Colleges

See Accounting—(of) Schools and colleges

Confectionery trade

Eddis, W. C. Candy manufacturer. (In his *Manufacturers' accounts*, 1904, p. 109-124)

Price, G. W. Cost manual (manufacturing), prepared for the National confectioners' association of the U. S. 1916 Scovell, C. H. Candy costs. (In his *Cost accounting and burden application*, 1916, p. 242-256)

See also Cost accounts—Baking trade

Cost accounts—*Continued***Contracting business**

See under Accounting the following subheads: Building trades; Engineering offices; *also* under Cost accounts the following subheads: Building trades; Electrical contracting business; Engineering offices

Cooperative stores

See subhead Retail stores under: Accounting; Cost accounts

Cordage trade

Eggleston, D. C. Cost of manufacturing cordage. (In his Problems in cost accounting, 1918, p. 218-228)

Cotton goods trade

See Accounting—Cotton goods trade

Cotton trade

Business man's magazine. Cost accounting methods in the cotton yarn manufacturing business. (In its American business methods, 1908, p. 92-95)

Day, C. M. Cotton mill cost system. (In his Accounting practice, 1908, p. 135-146)

Nichols, H. W. Method of determining costs in a cotton mill. 1915

Nichols, W. G. Methods of cost finding in cotton mills. (In Copeland, M. T. Business statistics, 1917, p. 524-542)

See *also* under Accounting the following subheads: Clothing trade; Cotton trade; Textile trade; *also* under Cost accounts the following subheads: Clothing trade; Knit goods trade; Silk trade; Textile trade; Wool trade

Dairy industry

Larson, C. W. Milk production cost accounting. 1916

— Milk production, cost accounts, principles and method. (In his Dairy cattle feeding and management, 1917, p. 359-407)

See *also* subhead Farms under: Accounting; Cost accounts

Department stores

See Accounting—Department stores; Cost accounts; Cost accounts—Retail stores

Dressmaking business

Business man's magazine. Dressmakers' records. (In its American business methods, 1908, p. 180)

See *also* Accounting—Tailoring trade; Cost accounts—Clothing trade

Drug stores

See Cost accounts—Retail stores; *also* under Accounting the following subheads: Drug stores; Retail stores

Electric light and power companies

Kent, W. Costs in a power plant. (In his Bookkeeping and cost accounting for factories, 1918, p. 208-212)

See *also* under Accounting the following subheads: Electric light and power companies; Public service corporations

Electric railroads

See under Accounting the following subheads: Electric railroads; Public service corporations; Railroads

Electrical contracting business

Business man's magazine. Cost accounting system for an electrical contractor. (In its American business methods, 1908, p. 47-49)

Moxey, L. W., jr. Electrical contractor; principles of cost-keeping and estimating, wiring and illumination calculations and other technical problems of the business. 1916

See *also* Cost accounts—Engineering offices

Encyclopedias and dictionaries

See Accounting—Encyclopedias and dictionaries

Engineering offices

Best, J. W. Cost accounts; with special reference to those of an engineer and iron-founder. 1911

Davies, J. P. Cost keeping and estimating. (In his Engineering office systems and methods, 1915, p. 228-291)

Estimating. (In Sanitary, heating and ventilation engineering, 1919, v. 4, p. 43-114)

Gillette, H. P. Cost keeping and management engineering, a treatise for engineers, contractors and superintendents engaged in the management of engineering construction. 1909

Cost accounts—Engineering offices—*Cont*
Hauer, D. J. Cost keeping and book-keeping. (In his *Modern management*, 1918, p. 117-130)

Highway cost keeping; reviewed by Halbert P. Gillette, 52p 1918 (U. S. Dept. of agriculture. Bulletin, no. 660) Supt. of doc. 10c

Walker, F. R. Practical cost keeping for contractors. 1916

See also under Accounting the following subheads: Building trades; Engineering offices; Mines and mining; *also* under Cost accounts the following subheads: Building trades; Electrical contracting business; Mines and mining

Express companies

See under Accounting the following subheads: Express companies; Public service corporations

Factories

Arnold, H. L. Complete cost keeper; some original systems of shop cost keeping or factory accounting, together with an exposition of the advantages of account keeping by means of cards instead of books and a description of various mechanical aids to factory accounting. 1912

Baugh, F. H. Principles and practice of cost accounting for accountants, manufacturers, mechanical engineers, teachers and students. 1915

Bunnell, S. H. Cost-keeping for manufacturing plants. 1911

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Encyclopedias: (General)

Periodicals: Through the following indexes: Business digest, Industrial arts index, Monthly catalogue of U. S. public documents, Monthly list of state publications, Readers' guide to periodical literature. (For publisher, etc. of these indexes, see list in this book under "Periodicals"); also periodicals published by city governments, boards of trade and chambers of commerce (for list of boards of trade, etc., see Commercial and industrial organizations, listed with publisher, etc., in this book under "Directories-Trade, etc." No. 61).

Books: Gazetteers (see list in this book under "Gazetteers"); Associated advertising clubs of the world. Report of merchandising investigation; Advertiser's hand book of New England; Woman's world hand book on national distribution; Woman's world guide to profitable distribution; Moody's analyses of investments, v 4; Automobile blue books; Baedeker, K. Handbooks for travellers; Sargent, P. E. Handbook of New England.

Maps: See list in this book under "Maps-Counties."

Services: Public affairs information service; Standard daily trade service; Brookmire economic service; Prentice-Hall business information service. (For publisher, etc., see list in this book under "Services")

See Investments—Government—Analyses; also subhead Counties under: Officials—Directories; Statistics

Country banker. Rae, G. 1896

Course in the theory and practice of higher accounting. Heitmann, H. 1910

Courts

Court calendars of the several states, territories and provinces. In list under "Directories, Trade, etc." see No. 143

U. S. and state court calendars. In list under "Directories, Trade, etc." see No. 112

Directories

In list under "Directories, Trade, etc." see No. 197

Cowan, G. J.

Window backgrounds. 1912 Dry goods \$1.50

Cowan, G. J., and Bates, W. H.

Koester school book of draping. 1914 Dry goods \$3.50

Cowee, G. A.

Practical safety methods and devices. 1916 Van Nostrand \$3

Cox, H. C.

Classified C. P. A. problems and solutions—1915. 1916 Ronald \$3

Craft of silent salesmanship. Tregurtha, C. M.

Craig, J. J.

Credits, insurance, brokerage. 1910 (International business library, v. 7) Inter. law For sale to students only.

Craigen, G. J.

Practical methods for appraising lands, buildings and improvements. 1911 Craigen \$3

Cramer, J. A.

Filing department. 1917 (Bank department series—III) Bankers \$1

Cramp, H.

Letter writing, business and social. 1914 Winston \$1

Crane, U. E.

Business law for business men. 1917 Winston \$3.50

Crawford, W. K.

Shipbuilders' blue book. 1918 Ocean \$1.50

Creation of wealth. Lockwood, J. H. 1915

Credit

This is one of several subjects not concerned with methods, but on which information is occasionally needed in the transaction of business; therefore, a few books for reference use are listed. For more material, see subhead Bibliography under this subject.

✓ Laughlin, J. L. Credit of the nations; a study of the European war. 1918

Macleod, H. D. Theory of credit. 2v 1897

Taylor, W. G. L. Credit system. 1913

See also Acceptances; Banks and banking; Credits; Interest; Law; Money; Negotiable instruments

Bibliography

Detroit, Mich.—Public library. Selected list of books on credit. 3p 1919

See also subhead Bibliography under: Acceptances; Economics

Credit insurance. See Insurance—Credit

Credit man's diary. Nat. assoc. of credit men. Annual

Credito Italiano

Società Italiane per azioni; notizie statistiche. 2v Annual

Credits

Aspley, J. C. What a salesman should know about credits; a hand book of practical information of value to a salesman in increasing the net profits on his sales, building up his territory and working in closer harmony with the credit department. 1918

Blanton, B. H. Credit; presenting the principles and practice involved in modern credits and collections, with an explanation of bankruptcy proceedings. 1915

Church, F. P. Modern credit methods. 1912

Craig, J. J. Credits, insurance, brokerage. 1910 (International business library, v. 7)

Credits. (In Modern merchandising, 1910, v. 6)

Credits, collections and finance; organizing for credit work; credit policies and collection systems; financing an enterprise; investments and money markets. 1914

Earling, P. R. Whom to trust; mercantile credits. 1890

Ettinger, R. P. Credits and collections. 1917

Foreign credits; a study of the foreign credit problem with a review of European methods of financing export shipments. 421p 1913 (U. S. Bureau of foreign and domestic commerce. Special agents series, no. 62) Supt. of doc. 30c

Galloway, L. Credit and the credit man. 1910 (Alex. Ham. inst. Mod. bus. v. 9, pt. 3)

✓ Gardner, E. H. New collection methods; a systematic treatment of the place of collections in marketing; including constructive credits, psychology of collections, procedure and system for collection departments, and the principle of re-sale. 1918

Goddard, F. B. Giving and getting credit; a book for business men. 1895

Griffith, J. B. Credit organization. (In Amer. sch. of cor. Cyc. of commerce, etc., 1910, v. 1, p. 127-182 [also published separately])

Hagerty, J. E. Mercantile credit. 1913
Int. cor. schools. Credits and collections. (In its Salesman's handbook, 1913, p. 242-264)

— Credits and collections. (In its Selling to dealers, 1912, sec. 19)

Kallman, M. M. Mercantile credits; a series of practical lectures delivered before the Y. M. C. A. of Los Angeles by M. Kallman, and others. 1914

Lewis, E. S. Credit man and his work. 1904

Meyer, C. A. Mercantile credits and collections. 1919

96 plans for collecting money by mail; tested plans for reducing credit losses—proved ideas and letters that collect—short cuts for handling collection details—pointers to observe when extending credit. 1917

Prendergast, W. A. Credit and its uses. 1906

Prentice-Hall business information service; the best and newest ideas on business gathered weekly from every available source. Prentice-Hall, inc., 70 5th Ave., N.Y. \$75 a year

A loose leaf service giving abstracts and notes of current business literature appearing in periodicals, newspapers, pamphlets, books, etc., ready to file in binders, grouped mainly for the principal departments of a business firm in the following sections: Accounting; Advertising and selling; Banking, exchange and public finance; Credits and collections; Employment; Financing; Foreign trade; Industrial and commercial relations; Management; Office management; Personal efficiency; Purchasing and stores; Transportation. Paid research work. Books, periodicals and copies of articles analyzed furnished at cost.

Skinner, E. M. Credits. 110p 1918
LaSalle 60c

Wahlstad, P. P. Credit and the credit man. 1914 (Alex. Ham. inst. Mod. bus. v. 5, pt. 2)

— Credit and the credit man. 1917 (Alex. Ham. inst. Mod. bus. v. 8)

See also Acceptances; Business—Condition of; Cities—Business condition in; Collecting of accounts; Commercial correspondence—Credits; Financial statements; Insurance—Credit; Investments; Law; Negotiable instruments

Credits—*Continued***Banks**

Credits and collections; tested methods and records for handling credits; finding the right credit basis; fortifying your credit policy; collection plans that cut costs. 1918 (Shaw banking series)

Escher, F. Foreign exchange explained; a practical treatment of the subject for the banker, the business man and the student. 1917

Kniffin, W. H., jr. Commercial paper, acceptances and the analysis of credit statements; a practical treatise on commercial paper, with particular reference to the processes by which the credit risk is determined where such instruments are purchased as a bank investment. 1918

— Essentials in granting credit. (In his *Practical work of a bank*, 1915, p. 371-502)

Loans and discounts; proved methods that build business; tested time-saving systems and records for loans of every sort; lending profitably to farmers; how to increase earnings. 1918 (Shaw banking series)

Post, W. Four big C's; factors in extending credit; character, capacity, capital, collateral. 1910

Wall, A. Banker's credit manual; a complete survey of the credit department, its obligations and its opportunities; how to systematize the work, stabilize operations, and facilitate investigations; together with schemes for comparative analyses and many approved forms reproduced in facsimile. 1919

Wolfe, O. H. Credit department. (In his *Practical banking*, 1917, p. 114-128)

See also Acceptances, etc.; Collecting of accounts—Banks; Investments; Tables, formulae, etc.

Commercial correspondence

See Commercial correspondence—Credits

Export trade

See Export trade—Credits

Hardware trade

McAllister, T. W. Credits and collections. (In his *Making more profits from hardware*, 1918, p. 136-150)

Periodicals

Credit men's journal. Monthly

Credit monthly. Monthly

National association of credit men, general letter. Monthly

Records and statistics

Data on recording and handling credits, collections and complaints. (Supplementary to Leffingwell, W. H. *Scientific office management*, 1917)

Hudders, E. R. Credit records. (In his *Indexing and filing*, 1916, p. 171-174)

Leffingwell, W. H. Tested routine for watching collections. (In his *Making the office pay*, 1918, p. 280-295)

Parsons, C. C. Credits and collections records. (In his *Office organization and management*, 1917, p. 237-245)

Schulze, J. W. Records for credit and collection department. (In his *American office*, 1914, p. 335-345)

See also Filing; Indexing

Retail stores

✓ Becbe, D. E. Retail credits and collections; modern principles and practice. 1919

Gardner, E. H. Basis of retail credits and collections. (In his *New collection methods*, 1918, p. 385-395)

Retail stores—Periodicals

Credit men's journal. Monthly

See also Credits—Periodicals; Retail stores—Periodicals

Credits and collections. 1918 (Shaw banking series) Shaw \$3

Credits, collections and finance. 1914 Shaw \$2

Cresee, F. A.

Practical pointers for patentees. 1901 Munn \$1

Crissey, F.

Handbook of modern business correspondence. 1908 Thompson \$1.50

Crockery trade. See Pottery trade

Crowell, F.

How to forecast business and investment conditions. 1911 Ticker \$2

Cuba

Bustamante, R. Cuba; "the pearl of the Antilles"; ninety miles off the coast of the U. S. 1916

See also Latin America; West Indies

Cuba—Continued

Directories

See lists under Directories—Foreign;
Directories—Foreign, with subdivision
for proper continent

Periodicals

Cuba review. Monthly

See also subhead Periodicals under
Latin America—Economic conditions

Cumberland, W. W.

Cooperative marketing. 1917 Princeton
\$1.50

Curaçao

See West Indies

Directories

See lists under Directories—Foreign;
Directories—Foreign, with subdivision
for proper continent

Currency. See Banks and banking; Ex-
change; Money; Prices

Curtis, U.

Modern business arithmetic. 1908 Bobbs
\$1.50

Curtis publishing co.

Selling forces. 1913 \$2

Cushing, H. A.

Voting trusts. 1915 Macmillan \$1.50

Cushing, H. C., jr. and Harrison, N.

Central station management. 1916 Van
Nostrand \$2

Cushing, L. S., and Bolles, A. S.

Manual of parliamentary practice. 1914
Winston 50c

Customs. See Tariff—Rates

Cut glass trade. See Glass trade

Cutlery trade

Lloyd, G. I. H. Cutlery trades; an his-
torical essay in the economics of small-
scale production. 1913

See also Commodities of commerce—
Hardware trade; Organization and ad-
ministration; Prices (Market), with
subdivisions; also notes on Sources of
information under Trades

Cuts

Filing

See Filing—Cuts

Cutting central station costs. Williams,
S. B. 1919

Cycles of speculation. Gibson, T. 1911

**Cyclopedia of fire prevention and insur-
ance.** 4v 1914 Amer. tech. \$15.80

Cyprus

Directories

See lists under Directories—Foreign;
Directories—Foreign, with subdivision
for proper continent

D

Dahomey

Directories

See lists under Directories—Foreign;
Directories—Foreign, with subdivision
for proper continent

Dairy industry

Dairymen. (In Harmsworth business li-
brary, v. 6, p. 273-280)

See also Associations—Directories—
Agricultural; Butter trade; Commodi-
ties of commerce—Uses; Organization
and administration; Prices (Market)—
Dairy products; Produce exchanges;
Statistics—Agriculture; also subheads
under: Farm produce; Poultry busi-
ness; also notes on Sources of infor-
mation under Trades

Advertising

See Advertising—Dairy industry

Cost accounts

See Cost accounts—Dairy industry

Directories

See Manufacturers—Directories

Encyclopedias and dictionaries

See Encyclopedias and dictionaries—
Butter trade

Marketing methods

Coulter, J. L. Marketing of the butter and
cheese. (In his Co-operation among
farmers, 1914, p. 62-75)

Powell, G. H. Cooperation in the distri-
bution and sale of milk. (In his Co-
operation in agriculture, 1915, p. 153-
160)

Stocking, W. A., jr. Market milk. (In
his Manual of milk products, 1917,
p. 149-205)

Van Slyke, L. L. Care, shipment and sale
of cheese. (In his Science and practice
of cheese-making, 1909, p. 71-79)

See also Cooperative selling; also sub-
head Marketing methods under: Butter
trade; Farm produce; Poultry business

Dairy industry—*Continued*

Records and statistics

Larson, C. W. Methods of keeping and forms for herd record. (In his Dairy cattle feeding and management, 1917, p. 265-283)

See also Filing; Indexing

Dalton, L. V.

Venezuela. 1916 (South American series) Unwin 10s 6d

Dana, J. C.

Modern American library economy: Business branch. 1910 Elm \$1

Modern American library economy: Color-and-position method for filing pamphlets, books, maps, documents, letters and other material. 1918 Elm \$1

Modern American library economy: How to use a library. 1917 Elm \$1

Modern American library economy: List of subject headings for information file. 1917 Elm \$1

Modern American library economy: Maps, atlases, and geographical publications. 1915 Elm 75c

Modern American library economy: Picture collection. 1917 Elm \$1

Modern American library economy: Vertical file. 1915 Elm 50c

Dana, R. T.

Cost-analysis engineering. (In Amer. sch. of cor. Cyc. of commerce, etc., 1910, v. 2, p. 251-318)

Handbook of construction plant, its cost and efficiency. 1914 Clark, M. C. \$5

Daniels, W. H.

Apportionment of loss and contribution of compound insurance. 3d ed 1913 Rough \$1.50

Dartmouth college—Conference on scientific management

Addresses and discussions at the conference held 1911. 1912 Dartmouth \$2.50

Dartnell corporation.

Special reports.

"For contents, and price of each report, see under Sales-Management." Reports are numbered arbitrarily; order by title. These reports form part of Dartnell monthly sales service (see in this book under "Services").

Survey of modern sales management practices in over 250 lines of business. 1918 \$4.50

Dartnell monthly sales service. See in this book under "Services"

Data files. Classification; Filing; Libraries—Business; Reference books

Davenport, E.

Education for efficiency. 1909 Heath \$1

Davies, A. E.

Pitman's guide to business customs and practice on the continent. 1908 Pitman 2s 6d

Davies, J. P.

Engineering office systems and methods. 1915 McGraw \$5

Davis, A. E.

How to find costs in printing. 1914 Oswald \$1.50

Davis, A. M.

Origin of the national banking system. 1910-11 (Nat. monetary com.) (61st cong., 2d sess., Sen. doc. 582) Supt. of doc. 25c

Davis, J. F.

English composition and business correspondence. Pitman 50c

Davis, J. P.

Corporations. 2v 1905 Putnam \$4.50

Davis, J. S.

Essays in the earlier history of American corporations. 2v 1917 (Harvard economic studies) Harvard \$2.50

Davis, R., and Davis, T. L.

Directory; a business asset. Boston univ.

Davis, R., and Lingham, C. H.

Business English and correspondence. 1914 Ginn \$1

Davis, T. L.

Principles of filing. 1918 (Davis business series) Boston univ. 50c

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Business of life insurance. 1905 Barnes \$1.50

Elements of life insurance. 1911 Spectator \$2

Practical lessons in actuarial science. 2v 1905 Spectator \$4

Day, C.

History of commerce. 1914 Longmans \$2

Industrial plants. 1911 (Works management lib.) Engineering \$3

Day, C. M.

Accounting practice. 1908 Appleton \$6

Day, J. E.

Stock-broker's office organisation, management and accounts. 1912 Pitman \$3

Dealer help

Cherington, P. T. "Dealer helps" from the retailer's viewpoint. (In his Advertising book, 1916, p. 108-149)

Dealer help—*Continued*

- Frederick, J. G. Study of aggressive retail merchandising; Working with the jobber; Stimulating and assisting the dealer. (In his *Modern salesmanagement*, 1919, p. 290-327)
- Hotchkiss, W. R. Getting the most out of manufacturers; Planning a big February occasion with manufacturers' help. (In his *Manual of successful storekeeping*, 1915, p. 80-84; 110-113)
- Kastor, E. H. Dealers' literature. (In his *Advertising*, 1918, p. 225-233)
- Mahin, J. L. National advertising and exclusive dealers. (In his *Advertising*, selling the consumer, 1919, p. 241-248)
- Martin, M. Campaigns to obtain dealer cooperation. (In his *Advertising campaigns*, 1917, p. 256-273)
- More effective ways to get dealer cooperation. (In *More sales through advertising*, 1919, p. 117-155)
- Swinney, J. B. Cooperating with the retailer. (In his *Merchandising*, 1917, p. 90-102)
- System Co. Keeping in touch with the dealer by mail; Cooperating with the dealer in campaign on consumers. (In its *Business correspondence library*, 1911, v. 3, p. 16-32)
- Tipper, H. Manufacturer's aids to dealers. (In his *Advertising*, 1919, p. 510-519)
- See also Advertising; Sales—Management*
- Dealers.** *See* Chain stores; Distribution and marketing; Jobbing, commission business, etc.; Mail order business; Retail stores; *also* subhead Directories under name of specific trade or business
- Dean, A. F.**
Fire-rating as a science. 1901 *Spectator* \$2
- Dean, M. B.**
Municipal bonds held void. 1911 *Dean* \$2.50
- Dean, S.**
✓ Shop and foundry management. 1913 *Iron* \$2
- Dean, W. F.**
Bookkeeping for retail stores. 1900 *Stern*
- Dearborn, G. V.**
How to learn easily; practical hints on economical study. 1916 *Little* \$1

DeBower, H. F.

Advertising principles. 1917 (Alex. Ham. inst. Mod. bus. v. 6) Alex. Ham. inst.

DeBower, H. F., and Jones, J. G.

Sales management. 1914 (Alex. Ham. inst. Mod. bus. v. 3, pt. 3) Alex. Ham. inst.

Selling. 1914 (Alex. Ham. inst. Mod. bus. v. 3, pt. 2) Alex. Ham. inst.

Debts. *See* Collecting of accounts; Credits; Law

Deitch, G. A.

Standard fire policy. 1905 *Rough* \$1

Deland, L. F.

Imagination in business. 1909 *Harper* 50c

DeLima, E. A.

Financing foreign sales. 1916 (Bus. tr. corp. Course in foreign trade, v. 8, pt. 1) Bus. tr. corp. Sold only in set \$55

Demurrage. *See* Freight—Rates; Transportation

Dench, E. A.

Advertising by motion pictures. 1916 *Standard* \$1.50

Denham, R. S.

A B C of cost engineering. 1919 *Denham*

Catechism of costfinding. 1913 *Denham*

Fundamentals of cost and profit calculation. 1918 *Cost eng.* \$1

Manual of cost engineering and estimating for paper box manufacturers. 1917 *Cost eng.* \$10

Science of cost-finding. *Denham*

Denis, P.

Brazil. 1911 (South American series) *Unwin* \$3

Denmark

Drachman, P. Industrial development and commercial policies of the Scandinavian countries. 1915

Green's Danske fonds og aktier. H. Green, 25 Frederiksberggade, Copenhagen, Denmark

See also Law—Foreign; Statistics; *also* subheads under Europe

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Dennis, W. H., and Greendlinger, L.

Graded accounting problems. 3v 1909 *N. Y. univ.* \$6

Dental law. *See* Law—Dental

Dentists' offices

See also Advertising—Dentists' offices; Associations—Directories Dental

Directories

In list under "Directories, Trade, etc." see No. 184

See also Associations—Directories—Dental

Department store merchandise manuals

Aiken, C. R. Millinery department.
Hutchinson, E. L. Housefurnishings department.
Kennard, B. E. Educational director.
Kennard, B. E. Jewelry department.
Lehmann, M. A. Glassware department.
Lehmann, M. A. Leather goods department.
Lehmann, M. A. Stationery department.
Souder, M. A. Notion department.
Thompson, E. B. Silk department.
Thompson, E. B. Cotton and linen departments.

Department store occupations. O'Leary, I. P. 1916

Department stores

See Retail stores; also subhead Department stores under: Accounting; Auditing

Periodicals

See Retail stores—Periodicals

Departmental accounts. See Accounting—Department stores; Cost accounts

Depew, C. M.

One hundred years of Amer. commerce. 2 v in 1 1895 Harper \$15

Depreciation

Bolton, R. P. Depreciation of the value of buildings; Depreciation of mechanical equipments and power plants. (In his Building for profit, 1911, p. 50-93)

Floy, H. Depreciation. (In his Value for rate-making, 1916, p. 235-310)

Foster, H. A. Engineering valuation of public utilities and factories. 1912

Greendlinger, L. Depreciation and other reserves. (In his Accounting practice, 1914, p. 403-421)

Grunsky, C. E. Valuation, depreciation and the rate-base. 1917

Harvard university—Graduate school of business administration—Bureau of business research. Depreciation in the retail shoe business. 1915 (Bulletin no. 4)

Hayes, H. V. Public utilities; their cost new and depreciation. 1913

— Public utilities; their fair present value and return. 1915

Kester, R. B. Aspects and definitions of terms; Its causes; Factors of rate de-

termination; Methods of calculating; Appraisalment of various methods; Recording depreciation on the books. (In his Accounting, theory and practice, 1919, v. 2, p. 99-209)

Leake, P. D. Depreciation and wasting assets and their treatment in assessing annual profit and loss. 1912

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McKay, C. W. Methods of determining industrial property; Depreciation as applied to industrial appraisalment. (In his Valuing industrial properties, 1918, p. 81-182)

Matheson, E. Depreciation of factories, mines and industrial undertakings and their valuation. 1910

Paton, W. A. Depreciation accounting; Measure of depreciation. (In his Principles of accounting, 1917, p. 220-265)

Saliers, E. A. Principles of depreciation. 1915

Whitten, R. H. Valuation of public service corporations; legal and economic phases of valuation for rate making and public purchase. 1913

Wyer, S. S. Regulation, valuation and depreciation of public utilities. 1913

See also Accounting; Cost accounts; Public service corporations; Prices (Market); Tables, formulae, etc.—Interest; Valuation

Bibliography

Whitten, R. H. Bibliography of valuation and depreciation. (In his Valuation of public service corporations, 1913, p. 721-745)

See also subhead Bibliography under: Accounting; Valuation

Derrick, P. E.

How to reduce selling costs. 1917 Newnes 6s

Desborough, W.

Manual of duplicating methods by various office machines. 1917 Pitman 85c

Desk standard dictionary of the English language. Fernald, J. C. 1916

Determination of farming costs. Orwin, C. S. 1917

Developing executive ability. Gowin, E. B. 1919

Development and growth of city directories. Williams, A. V. 1913

DeVenne, T. L.

Practice of typography. 4v 1901-1904 \$8

DeVitis, M. A.

Spanish grammar for beginners. 1915
Allyn \$1.25

De Weese, T. A.

Keeping a dollar at work. 1915 N. Y.
even. \$1

Principles of practical publicity. 1908
Jacobs \$2

Dewey, D. R.

Financial history of the U. S. 1915
(American citizen series) Longmans
\$2

State banking before the civil war. 1910
(Nat. monetary com.) (61st cong., 2d
sess., Sen. doc. 581) Supt. of doc. 40c

Dewey, J.

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Dewey, M.

Decimal classification and relativ index
for libraries, clippings, notes, etc. 1919
Forest \$7.50

Dewing, A. S.

Corporate promotions and reorganiza-
tions. 1914 (Harvard economic stud-
ies) Harvard \$2.50

Dewsnup, E. R.

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Dickinson, A. L.

Accounting practice and procedure. 1914
Ronald \$4

Accounting practice and procedure. (In
Amer. sch. of cor. Cyc. of commerce,
etc., 1910, v. 7, p. 239-282)

Profits of a corporation. (In Amer. sch.
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Dicksee, L. R.

A B C of bookkeeping. 1908 Longmans
80c

Advanced accounting. 1911 Ronald \$8.40

Auditing. 1909 Ronald \$5

Bookkeeping for accountant students.
6th ed 1909 Ronald \$4.20

Business organisation. 1910 Longmans
\$1.50

Office machinery and appliances. 1918
Gee 10s 6d

Dicksee, L. R., and Blain, H. E.

Office organisation and management.
1911 Pitman \$2

Dicksee, L. R., and Tillyard, F.

Goodwill and its treatment in accounts.
1906 Ronald \$2

Dictating

Galloway, L. Language of the executive.
(In his Office management, 1918, p. 553-
561)

See also Commercial correspondence
—Form (paragraph) letters; English
language

Dictionaries

See Abbreviations; Encyclopedias
and dictionaries; also subhead Diction-
aries under name of specific language

Foreign

See Abbreviations—Foreign; also sub-
head Dictionaries under the following
languages: French, German, Italian,
Portuguese, Spanish and Russian. Many
foreign directories contain indexes in
several languages. These are valuable
as dictionaries of commercial nomen-
clature.

Diemer, H.

Factory organization and administration.
1910 McGraw \$3

Factory organization and administration.
1914 McGraw \$3

Industrial organization and management.
1917 La Salle \$2

Digest of state banking statutes. Welldon,
S. A. 1910

Diplomatic and consular service. See Ex-
port trade; Officials—Directories—Con-
suls

Directories

Davis, R. Directory; a business asset; a
text used at the College of business ad-
ministration and the College of secre-
tarial science of Boston university.

Williams, A. V. Development and growth
of city directories. 1913

See also Mailing lists

Bibliography

In a library used by business men, directories
are among the most used books because they are
the connecting link between the seller and the
buyer; and will be found a necessity unless there
is in the city one of the directory libraries main-
tained by directory publishers. The Catalogue of
copyright entries (see in list in this book under
"Periodicals") is the prime source for information
as to publisher, price and frequency of publication.

Publisher, price, etc. for all entries, where fre-
quency of publication (other than annual) is in-
dicated, will be found in this book in list under
"Periodicals".

Catalogue of copyright entries: pt 1
group 1 Books; issued 3 times a week;
pt 1 group 2 Pamphlets, leaflets, con-
tributions to newspapers or periodicals,

Directories—Bibliography—Continued

etc., lectures, sermons, addresses for oral delivery, dramatic compositions, maps and motion pictures; issued monthly.

Thompson, W. S. Directory of mailing lists obtainable in book and pamphlet form, telling where to get them and their cost. 1917

See also subhead Bibliography under: Directories—Foreign; Directories—Trade, etc.

Foreign

Foreign directories of individual trades will be found under the name of the trade, with the subhead "Directories."

Annuaire du commerce Didot-Bottin: étranger; table géographique, clef télégraphique du Bottin; nomenclature des principaux centres de fabrication et de production (table des matières classée par ordre alphabétique de professions et par localités). Siège social, 19 Rue de l'université, Paris, France (For price, see under "Directories—Foreign—Europe" Annuaire du commerce Didot-Bottin: Départements.)

Kelly's directory of merchants, manufacturers and shippers of the world. In list under "Directories, Trade, etc." see No. 125

Lowe's international commercial directory; export trade. Charles Lowe, 5 Via Tornabuoni, Florence, Italy \$4.50 imp.

World trade directory, for the promotion of American export trade. Supt. of doc. \$5

See also Directories—Foreign—Bibliography

Foreign—Africa

Delagoa directory; a year book of information regarding the town and port of Lourenço Marques. A. W. Bayly and Co., Box 185, Lourenço Marques, Mozambique, South Africa 2s 9d

Directory of South African manufacturers. South African national union, 170 Stock Exchange Bldg., Box 3823, Johannesburg, Transvaal, South Africa 1s

General directory of United South Africa; comprising separate trades and professional directories for nearly 2,000 townships and districts of the Cape, Trans-

vaal, Natal and Orange Free State provinces, Rhodesia, Basutoland, Swaziland, Portuguese East Africa, South-West Africa, etc. etc.; the names of nearly 100,000 business firms, with a trade directory for the whole of South Africa under one alphabetical arrangement, with separate "telegraphic code" directories of the most prominent towns; mining, legal, shipping, etc., together with a plan of the railway stations and sidings throughout South Africa. Dennis Edwards and Co., P. O. Box 6106, Johannesburg, Transvaal, Africa \$11

See also subheads under Africa

Foreign—Asia

Bangkok-Siam directory. F. Algar, 11 Clements Lane, Lombard St., London

Ceylon handbook and directory and compendium of useful information; to which is prefixed a statistical summary for the colony and review of the planting enterprise. "Ceylon observer" Printing Works, 19 Baillie St., Fort, Colombo, Ceylon \$8 imp.

Directory and chronicle for China, Japan, Corea, Indo-China, Straits Settlements, Malay states, Siam, Netherlands India, Borneo, the Philippines, etc.; with which are incorporated "The China directory" and "The Hong-kong directory and Hong list for the Far East". Hongkong daily press, Ltd., 10 des Voeux Road, Hongkong, China \$10

Directory of the chief industries of India, Burma, Ceylon and Straits Settlements; containing full particulars of tea, coffee, cocoa, rubber and other companies, with their estates and gardens; coal, copper, gold, lead, manganese, ruby and salt mines; cotton, jute, flour, indigo, oil, paper, rice, silk, sugar, tobacco, wool, and other mills and factories with their trade marks. Thacker, Spink and Co., 6 Mangoe Lane, Calcutta, India \$2.25 imp.

Exporters' directory of Japan. Japan-Imperial commercial museum of the department of state for agriculture, Tokyo, Japan \$2.50

Exporter's directory of the Netherlands East Indies. Division of industry and commerce, Buitenzorg, Java

Directories—Foreign—Asia—*Continued*

Importer's directory of the Netherlands East Indies. Division of industry and commerce, Buitenzorg, Java

Japan directory for Tokyo, Yokohama, Kobe, Osaka, Kyoto, Nagasaki, Nagoya, Shidzuoka, Nemuro, Kushiro, Otaru, Niigata, Hakodate, Sapporo, Moji, Shimonoseki, Formosa and Korea. Japan gazette co., Ltd., 10 Water St., Yokohama, Japan \$7.50 imp.

North China desk Hong list; a general and business directory for Shanghai and the northern and river ports, etc. North China daily news and herald, Ltd., 17 the Bund, Shanghai, China

Rosenstock's directory of China and Manila; commercial, industrial, residential; containing a complete alphabetical list of business firms and personnel; a directory of the municipal officers, public and private schools, mission and members, clubs and other associations, the foreign residents of each city, etc.; a classified business directory of Hongkong, Shanghai, Hanlow and Tientsin; together with a commercial gazetteer and an abridged history and general trade report of China and a description and trade report of each city. C. W. Rosenstock, 22 Nankin Road, Shanghai, China \$15

Rosenstock's Manila city directory; containing a complete alphabetical list of business firms and foreign residents; a directory of the insular, municipal and naval officers, public and private schools, churches, benevolent, literary and other associations, etc.; and a complete classified business directory of Manila. C. W. Rosenstock, 363 Calle Raon, Sta. Cruz, Manila, P. I.

Singapore and Straits directory; containing also directories of the Federated Malay States, Perak, Selangor, Negri Sembilan, and Pahang; Kedah, Perlis, Kelantan, Trengganu, Johore, Labuan, Brunei, British North Borneo, Sarawak, Western (Dutch) Borneo, Southeastern (Dutch) Borneo, Riouw and dependencies, Sumatra (East Coast) and Siam; with an appendix comprising a large amount of useful information. Fraser and Neave, Ltd., 11 Collyer Quay, Singapore, Straits Settlements \$8.50

See also Asia

Foreign—Australia and Pacific Islands

Polk-Husted directory co.'s directory of Honolulu and the territory of Hawaii; giving the names, occupations, places of business and residences of the adult population of the Islands; with other useful information, together with a street guide of Honolulu, and a classified business directory, "The buyer's guide". Polk-Husted directory co., 1054 Bishop, Honolulu, Hawaiian Islands \$8

Victoria post office directory; this work comprises separate alphabetical directories for over 2,000 townships, boroughs, cities and districts; an alphabetical directory for all Victoria; street directories of Melbourne, Ballarat, Bendigo, and Geelong, with all their suburbs; a trade directory for all Victoria, together with banking and finance, legal, ecclesiastical, insurance, educational, medical, municipal, pastoral and agricultural, and local and general government official directories. H. Wise and Co., Ltd., 349 Collins St., Melbourne, Victoria, Australia \$16

Western Australia post office directory; this work embraces an area of 975,920 square miles and contains street directories of Perth and suburbs, Fremantle and suburbs, Kalgoorlie and suburbs, Boulder City, Coolgardie, and Northam, etc.; separate alphabetical directories of all other towns, townships and districts; an alphabetical directory for the whole state; a trade directory for all West Australia, together with banking and finance, legal, ecclesiastical, municipal, educational, medical, pastoral, agricultural, mining, and local and general government official directories. H. Wise and Co. Ltd., St. George's Terrace, Perth, West Australia \$12

Wise's New South Wales post office directory, including federal capital territory; this work contains street directories of both private and business names in Sydney and suburbs, Newcastle and suburbs, and West Maitland and suburbs, with separate alphabetical directories of residents for over 2,000 townships, boroughs, and districts; alphabetical directory; a trade directory for the whole state, together with banking, legal, ecclesiastical, insurance, educational, medical, municipal, horti-

Directories—Foreign—Asia—*Continued*

cultural, and viticultural; a pastoral and agricultural directory and local and general government official directories. H. Wise and Co., Ltd., National mutual buildings, 85 Pitt St., Sydney, New South Wales, Australia \$16

Wise's New Zealand post office directory; this work comprises separate alphabetical directories for over 2,000 townships, boroughs, cities, and districts; an alphabetical directory for the whole dominion; street directories of the cities; a trade and professional directory for all New Zealand, together with ecclesiastical, county councils, municipal, educational, medical, pastoral, agricultural, and local and general government official directories. H. Wise and Co., Ltd., A. M. P. Buildings, Dunedin, New Zealand \$16

See also Australia

Foreign—Bibliography

Dalton, R. W. List of foreign directories; Colonial and Indian directories. (In Harmsworth business library, v. 4, p. 21-26)

Foreign—Central America

See Directories—Foreign—Latin America

Foreign—Europe

Adresboek voor de Nederlandsche Nijverheid in export; Annuaire des fabricants et exportateurs des Pays-Bas; Adressbuch der Fabrikanten und Exporteure in Nederland; Directory of the manufacturers and exporters in the Netherlands; Guía de los fabricantes y exportadores en los Países Bajos. 2v J. H. de Bussy, 60-62 Rokin, Amsterdam, Holland Dutch guilders 15

Annuaire Belge du batiment. Bureau d'édition, 17 Blvd. Heirnisse, Gand, Belgium

Annuaire de l'industrie Belge. Bureau d'édition, 17 Blvd. Heirnisse, Gand, Belgium

Annuaire des industries metallurgiques: Charbonnage, verrerie and glacerie. Association des annuaires industrielles de Belgique, 77 Rue Stevens-Delannoy, Laeken (Bruxelles), Belgium

Annuaire du commerce Didot-Bottin: Départements. 2v Siège social, 19

Rue de l'université, Paris, France. 5v Départements, 2v; Paris, 2v; Etranger, (iv) \$25

Annuaire du commerce Didot-Bottin: Paris. 2v Siège social, 19 Rue de l'université, Paris, France (For price, see this list under Annuaire du commerce Didot-Bottin: Départements)

Annuaire du commerce et de l'industrie de Belgique; d'après documents officiels, indicateur de toutes les administrations publiques, de la magistrature, officiers ministériels, commerçants, industriels, agriculteurs, particuliers, etc.; répertoire complet des 2,200,000 principales adresses de Belgique. 2v Établissements généraux d'imprimerie, 14 Rue d'Or, Brussels, Belgium \$2 imp.

Annuaire du commerce et de l'industrie de Serbia, Sv. R. Christitch and Co., Belgrade, Serbia 10 francs

Annuaire textile Belge: Filature, tissage. Administration, 386 Rue des Palais, Laeken (Bruxelles), Belgium

Annuario d'Italia per l'esportazione e l'importazione. Ditta Bocca, Rome, Italy

Annuario generale d'Italia. Ditta Bocca, Rome, Italy 25 lire

Annuario politecnico Italiano. Società editrice Italiana di guide ed annuari, Via Sorani 5, Milan, Italy

Anuario general de España (Bailly—Bailière-Riera); comercio, industria, agricultura, ganadería, minería, propiedad, profesiones y elemento oficial; reseña geográfica, histórica y estadística de cada provincia y de cada entidad de población, ferrocarriles, correos, telégrafos, teléfonos, manantiales y establecimientos de aguas minero-medicinales, servicios de carruajes y automóviles y demás datos de interés general índice de industrias en español. 3v "Anuarios Bailly-Bailière y Riera reunidos", Sociedad anónima, Consejo de ciento 240, Barcelona, Spain \$15

Berliner Adressbuch; mit der Beigabe: Grosser Verkehrs-Plan von Berlin und Vororten. 2v August Scherl, Deutsche Adressbuch-Gesellschaft, SW 68 Zimmerstrasse 36, Berlin, Germany \$4 imp.

Credito Italiano. Società Italiane per azioni; notizie statistiche. 2v

Directories—Foreign—Europe —*Continued*
 Felice Bava, 66 Broadway, N. Y.

Deutsches Reichs-Adressbuch für Industrie, Gewerbe und Handel; unter Benützung amtlicher Quellen; Inhalt-Adressen-Verzeichnis mit mehr als 2¾ Millionen Adressen der Industriellen, Kaufleute, Gewerbetreibenden, Aerzte, Rechtsanwälte, Städtischen Behörden usw. aus ca. 60,000 Orten des Deutschen Reiches einschl. Kolonien; Landkarten; Ortsregister; Branchen-Verzeichnis (in 6 Sprachen-Registern); Schutzmarken- und Wortzeichen-Register; Industrie- und Handels-Anzeiger; Hotel-, Bäder- u. Reise-Führer; Volkswirtschaftlicher Teil; Waren-Register. 3v Rudolf Mosse, SW 19, Jerusalemstrasse 46-49, Berlin, Germany \$7.70 imp.

Effectenboek. 2v P. Noordhoff, Groningen, Holland 25 florin

Index to French production. Annual L'Association nationale d'expansion économique, 23 Avenue de Messine, Paris \$2

Industrie textile Belge et du vetement, by G. Van Waefelgem. Association des annuaires industrielles de Belgique, 77 Rue Stevens-Delannoy, Laeken (Bruxelles), Belgium

Jahrbuch der Österreichischen Industrie. 2v Rudolph Hanel, Widerhofergasse 7, Vienna, Austria \$2 imp.

Krak's vejviser, Danmarks handelsspejl. 2v Krak's forlag, Nygade 7, Copenhagen, Denmark \$12.50 imp.

Lehmann's allgemeiner Wohnungs-Anzeiger nebst Handels- und Gewerbe-Adressbuch für die k.k. Reichs- Haupt- und Residenzstadt, Wien, mit zwei Plänen von Wien, 15 Theater-, 4 Konzertsaal-, 5 Urania-, und 4 Plänen von Variété-Bühnen. 2v Alfred Hölder, Rotenturmstrasse 13, Vienna, Austria \$2 imp.

Macdonald's English directory and gazetteer with map and fourteen town plans. 2v William Macdonald and Co., Ltd., Directory press, London Road, Edinburgh, Scotland 60s

Macdonald's Irish directory and gazetteer, with which is incorporated "The business directory of Ireland," accompanied with a map and town plans.

William Macdonald and Co., Ltd., Directory press, London Road, Edinburgh, Scotland 26s

Macdonald's Scottish directory and gazetteer, accompanied with railway map and plans. William Macdonald and Co., Ltd., Directory press, London Road, Edinburgh, Scotland 26s

Metallurgie Belge et des mines, by G. Van Waefelgem. Association des annuaires industriels de Belgique, 77 Rue Stevens-Delannoy, Laeken (Bruxelles), Belgium

Norges handels-kalender; fortegnelse over Norges noeringsdrivende indvaanere, handlende, fabrikanter, banker, konsuler, sakførere, skibsredere, agenter, moeglere, etc. fabriker og industrielle anloeg, gaardbrukere. de voesentligste embedsog bestillingsmoend, skatteligning kart over Norge, samt specialkarter for hvert amt og de største byer M. M. Albert Bonnier publishing house, 561 Third Ave., N. Y. 12 kroner

Post office London directory, comprising, amongst other information, vol. 1—Official, streets, law, court, parliamentary, postal, city, municipal and clerical, conveyance and banking directories; vol. 2—Commercial and trades directories; vol. 3—County suburbs directory. Kelly's directories, Ltd. 182, 183 & 184 High Holborn, London, W. C. 1 64s

Red book of commerce; or, Who's who in business. J. Whitaker & Sons, Ltd., 12 Warwick Lane, Paternoster Row, London

Svensk industrikalender. Sveriges industriförbund, Malmorgsgatan 10, Stockholm, Sweden
 Sveriges allmänna export förening, Stockholm, Sweden

Svensk industri- och exportkalender.

Sveriges handelskalender. 2v Albert Bonnier publishing house, 561 Third Ave., N. Y.

Sveriges papperskalender. Svenska pappersbruksföreningen, Stockholm, Sweden

Sveriges skeppslista. Kungl. kommerskollegii fartygsregistreringsafdelning, Stockholm, Sweden

Directories—Foreign—Europe—*Continued*

What Sweden can do. General export association of Sweden, 6 Vasagatan, Stockholm, Sweden

Who's who; an annual biographical dictionary, with which is incorporated "Men and women of the time." A. & C. Black, Ltd., 4 Soho Sq., London, W. 1

Who's who in Germany; Wer ist's? Biographien von rund 20,000 lebenden Zeitgenossen; Angaben über Herkunft, Familie, Lebenslauf, Veröffentlichungen und Werke, Lieblingsbeschäftigungen, Parteiangehörigkeit, Mitgliedschaft bei Gesellschaften, Adresse; Andere Mitteilungen von allgemeinem Interesse. G. E. Stechert and Co., 151 W. 25th St., N. Y. \$3.50

See also Europe

Foreign—Latin America

Anuario administrativo, agrícola, profesional, mercantil e industrial da república dos Estados Unidos do Brasil; obra estatística e de consulta, fundada em 1844 por Eduardo von Laemmert, com o titulo Almanak Laemmert. 3v Manoel José da Silva, Avenida Rio Branco 131, Rio de Janeiro, Brazil \$19.50 imp.

Anuario de la América latina (Baillly-Bailliére-Riera); información general del comercio de importación y exportación, industria, agricultura, ganadería, minería y elemento oficial de las Américas; del sur: Argentina, Bolivia, Brasil, Colombia, Chile, Ecuador, Paraguay, Perú, Uruguay y Venezuela; Central: Costa-Rica, Guatemala, Honduras, Nicaragua, Panamá y el Salvador; Septentrional: México; Antillas: Puerto Rico, Cuba, Dominicana y Haití; Filipinas; reseña geográfica, histórica y estadística de cada Estado y de cada población, Ferrocarriles, Correos, Telégrafos, Teléfonos y demás datos de interés general; índice de industrias en español, alemán, francés, inglés, italiano y portugués; Sección de anuncios, aranceles de aduanas de cada nación; mapas geográficos y de comunicaciones de Argentina, Brasil, Cuba, Chile, Guatemala, México y Uruguay. Sociedad anónima "Anuarios Baillly-Bailliére y Riera Reunidos", Consejo de Ciento 240, Barcelona, Spain \$15

Anuario general de Chile. Benavides y Hno., Estado, 63, P. O. Box 1903, Santiago de Chile. \$10

Anuario Kraft, gran guía general del comercio y de la industria, profesionales y elemento oficial de la república Argentina. 2v Guillermo Kraft, Florida 310, Buenos Aires, Argentine \$20

"Anuario nacional" de la república Argentina. P. J. Marquez, Humberto 880, Buenos Aires, Argentine \$7.50

Argentine standard directory of national and foreign merchants and manufacturers. Standard directory co., Cangallo 685, Buenos Aires, Argentine \$6.50

Bustamente, R. Useful lists. (In his Cuba, 1916, p. 156-255) Foreign Publishing Co., 513 Olive St., St. Louis, Mo. \$3.75

Commercial guide and business directory of Porto Rico. F. E. Platt, 32 Bond St., N. Y. \$2

Directorio oficial y guía general de la república de Guatemala. Marroquin Hermanos, Guatemala City, Guatemala

Guía-directorio de la república de Cuba (Baillly-Bailliére-Riera); comercio, industria, agricultura, ganadería, minería, propiedad, profesiones y elemento oficial; reseña geográfica, histórica y estadística de cada provincia y de cada población; ferrocarriles, correos, telégrafos, teléfonos y de demás datos de interés general. Anuarios Baillly-Bailliére y Riera reunidos, Sociedad anónima, Consejo de ciento 240, Barcelona, Spain \$6.50

Guía o directorio annual de Caracas y Venezuela. Isaac R. Van Praag, Caracas, Venezuela

Hombres del día; el diccionario biográfico Argentino, en el cual se ha incorporado "Who's who in Argentina". Sociedad inteligencia sud Americana, Corrientes 951, Buenos Aires, Argentine \$5 imp.

Isthmian tourists' guide and business directory; a directory of the officials of the Republic of Panama and the cities of Panama and Colon; a classified and alphabetical business directory of the cities of Panama and Colon and of the Canal Zone towns; historical and descriptive sketches of the Isthmus of Panama; the Republic of Panama; and points of interest in the Republic; a

Directories—Foreign—Latin America—Cont
 directory of the officials of the Isthmian Canal Commission; the organization of the Canal force; and the scope of operations of each department and division; historical sketch of the Panama Canal from its inception until its acquisition by the U.S.; a summary of the operations by the Americans to date; and notes of interest to tourists of points along the line of the Canal. Isthmian guide and directory co., Ancon, Canal Zone \$1.75

List of financial and commercial companies. (In Wilcox, M. Encyclopedia of Latin America, 1917, p. 831-863) Encyclopedia Americana Corp., 27 William St., N. Y. \$10

Trade directory of Central America and the West Indies Supt. of doc. 60c

Trade directory of South America for the promotion of American export trade. Supt. of doc. \$1

See also Latin America

Foreign—North America

Dominion of Canada and Newfoundland gazetteer and classified business directory; containing classified list of merchants, manufacturers and professional men; Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland, Nova Scotia, Ontario, Prince Edward Island, Quebec, Saskatchewan, and the Yukon territory. Canadian gazetteer publishing co., 18 King St. W., Toronto, Canada \$12.50

Henderson's Alberta gazetteer and directory; including a classified business directory of all businesses and professions appearing in all towns and places throughout the work. Henderson directories Alberta, Ltd., 328A Eighth Ave., W., Calgary, Alberta \$10

McAlpine's Nova Scotia directory; containing alphabetical directory of each city, town and county in Nova Scotia; classified business directories of Nova Scotia, Halifax and the Sydneys; street directories of Halifax, Amherst and the Sydneys; alphabetical directory of the Magdalen Islands. Royal print and litho, Ltd., 57-59 Sackville St., Halifax, Canada \$7 imp.

Polk's Alaska-Yukon gazetteer and business directory; containing an alphabetical list of business firms and private

citizens of the towns of Cordova, Dawson, Douglas, Fairbanks, Haines, Iditarod, Juneau, Ketchikan, Nome, St. Michael, Seward, Skagway, Thane, Treadwell, Valdez, White Horse and Wrangell, and a list of all business firms in the towns and villages; also a complete business directory of the District of Alaska and Yukon territory. R. L. Polk and Co., inc., 426-431 Globe Block, Seattle, Wash. \$15

See also Canada; Mexico

Foreign—Panama

See Directories—Foreign—Latin America

Foreign—South America

See Directories—Foreign—Latin America

Foreign—West Indies

See Directories—Foreign—Latin America

Trade, etc.

In a library used by business men, directories are among the most used books because they are the connecting link between the seller and the buyer; and will be found a necessity unless there is in the city one of the directory libraries maintained by directory publishers. The Catalogue of copyright entries (see in list in this book under "Periodicals") is the prime source for information as to publisher, price and frequency of publication. See also in this book under "Directories—Trade, etc.—Bibliography."

1. A B C of iron and steel; with a directory of the iron and steel works and their products of the U. S. and Canada. 1919 Penton Publishing Co., 1136 Chestnut Ave., Cleveland, Ohio.
2. Accredited secondary schools in the United States by S. P. Capen. (U. S. Bureau of education. Bulletin, 1916, no. 20) Supt. of doc. 15c
3. Advertisers' directory of leading publications. Charles H. Fuller Co., 623-633 Wabash Ave., Chicago, Ill. \$5
4. Aero blue book and directory of aeronautic organizations; textbook of aerial transportation, aerial sports, aerial mail service, American airways, aeronautical maps, international and national aeronautic trophies and prizes, aviation records, etc., and directory of aeronautic associations. (Includes Holders of certificates issued by the Aero club of America; Aeronautic bibliography) Century Co., 353 Fourth Ave., N. Y. \$5

Directories—Trade, etc.—Continued

5. Agents recognized by the A.N.P.A.; official list prepared by the Agents' committee of the American newspaper publishers association. Special number of Editor and publisher, 1117 World Bldg., N. Y. 10c
6. American art annual. (Includes Museums and societies; Schools of art in the U. S.; Who's who among art dealers) American federation of art, 1741 New York Ave., Washington, D. C. \$5
7. American bank reporter; blue book issued in October with "new bank" supplements; alphabetical list of all banks in the United States and Canada, including national, state, savings and private banks, arranged in states, showing the names of presidents, vice-presidents, cashiers and assistant cashiers—the correspondents in New York, Philadelphia, Chicago, Boston, or other large cities, together with charter number of each national bank, with capital, loans, deposits, undivided profits and surplus, the principal loan, trust and investment companies, numerical system of the A.B.A., etc.; list of reliable attorneys in the United States and Canada—alphabetical list of all banks officers—foreign banks and bankers—directors of banks in all the principal cities—synopsis of banking and commercial laws of the various states and Canada—bank statements, statistics, etc.—list of towns without banking facilities with nearest banking point—maps of all states and territories, including Canada, etc. (Includes State bankers' associations; National bank examiners) Steurer pub. co., 420 West 149th St., N. Y. \$10
8. American book trade manual; including lists of publishers, booksellers, periodicals and organizations. R. R. Bowker Co., 62 West 45th St., N. Y. \$5
9. "American" buyers' directory, continuing Kendrick's directory of the carpet and upholstery industries; alphabetical and classified lists of manufacturers, importers and jobbers of carpets and rugs, floor coverings, upholsteries, wall decorations and kindred products. (Includes Brands and trade marks applied to carpets, curtains and upholstery goods; Glossary of Oriental rug terms) American carpet and upholstery journal, 421 Chestnut St., Philadelphia, Pa. \$2
10. American directory of the hosiery and knit goods manufacturers of the United States and Canada; with maps showing the location of mill towns together with lists of manufacturers classified according to goods made; manufacturers' selling agents for knit goods; New York knit goods buyers; jobbers handling knit goods; and department stores and large retailers buying knit goods; dyers, bleachers, finishers and printers, making a specialty of work for knit goods manufacturers; mills manufacturing knitting yarns; New York export firms handling knit goods; British jobbers and wholesalers of knit goods. Bragdon, Lord and Nagle Co., inc., 334 Fourth Ave., N. Y. \$2
11. American exporter export trade directory; export merchants, manufacturers' export agents, foreign exchange bankers, foreign freight forwarders, steamship lines, foreign consuls, etc., in principal ports of the U. S. (Includes U. S. consular and commercial representatives in foreign countries) Johnston export pub. co., 17 Battery Pl., N. Y. \$5
12. American fertilizer handbook; the standard reference book and directory of the commercial fertilizer industry and allied trade; the buyer's guide of the trade, where to obtain plant equipment, raw materials and expert service required in the fertilizer industry. (Includes Phosphate rock; Brokers, exporters, importers, commission merchants and forwarding agents; Chemists, assayers, engineers, contractors, leadburners, samplers, and laboratory equipment; Cottonseed oil mill directory and machinery; Packers and renderers directory and machinery) Ware bros. co., 1010 Arch St., Philadelphia, Pa. \$1.50
13. American florist company's directory of florists, nurserymen and seedsmen of the United States and Canada; arranged both by states and post offices and all names alphabetically; also, horticulturists, landscape architects, parks, cemeteries, botanical gardens, societies, horticultural supply concerns and cata-

Directories—Trade, etc.—*Continued*

- logue firms. American florist co., 350 S. Dearborn St., Chicago \$3
14. American glass trade directory of glass companies in the U. S. and Canada; containing list showing tableware, bottle, window and plate glass factories, lines of ware manufactured, capacity of plants, company officials, list of manufacturers' and workers' organizations; also list of cut glass plants. Commoner pub. co., Penn Ave., & Third St., Pittsburg, Pa. \$2
 15. American Hatter directory of the manufacturing and jobbing hat trade and allied branches; buyers' pocket edition. (Includes Special brands and trade marks in the hat trade) Hat trade pub. co., 1182 Broadway, N. Y. \$1
 16. American Hatter trade directory, edition de luxe; comprising complete classified lists of all branches of the hat and cap trades of the United States and Dominion of Canada; containing nearly 30,000 names of hat dealers and nearly 3,000 names of hat dealers located in 50 foreign countries. (Includes Associations in the hat trade; Special brands and trade marks in the hat trade) Hat trade pub. co., 1182 Broadway, N. Y. \$5
 17. American institute of electrical engineers; yearbook. American institute of electrical engineers, 33 West 39th St., N. Y. \$1
 18. American library annual; including list of American libraries of over 5,000 volumes, libraries of Latin America; library schools and short courses; library and book-trade periodicals and organizations, book publications, statistics, etc. (Includes Library legislation; Bibliographies, American and English) R. R. Bowker Co., 62 West 85th St., N. Y. \$5
 19. American medical directory; a register of legally qualified physicians of the United States, Alaska, Canal Zone, Hawaii, Porto Rico, Philippine Islands, Canada and Newfoundland. (Includes Medical societies; Medical colleges; Medical libraries; Medical journals; Medical laws; Hospitals; Sanitoriums; National board of medical examiners; Board of health, licensing boards, county health officers) American medical association. 535 North Dearborn St., Chicago, Ill. \$12
 20. American newspaper annual & directory; a catalogue of American newspapers; a carefully prepared list of newspapers and periodicals published in the United States, territories, and Dominion of Canada, Cuba and the West Indian Islands, with valuable information regarding their circulation, issue, date of establishment, political or other distinctive features, names of editors and publishers, and street addresses in cities of fifty thousand inhabitants and upward, together with the population of the counties and places in which the papers are published; a separate list of all newspapers in the United States and its possessions and the Dominion of Canada which are published continuously throughout the year, indicating by distinguishing marks those which issue weekly or Sunday editions; list of monthly and weekly publications of general circulation, religious and agricultural publication, the various class and trade publications, newspapers printed in foreign languages, cooperative newspaper lists, etc.; a description of every place in the United States and Canada in which a newspaper is published, including railroad, telegraph, express and banking facilities, also state, territory or province, giving the location, character of surface and soil, chief products and manufactures, forming a valuable guide to the judicious placing of any line of advertising; eighty-one maps of the United States and its possessions, the Canadian provinces, the West Indian Islands, the western front, etc., carefully revised and corrected to date. N. W. Ayer and Son, 300 Chestnut St., Philadelphia, Pa. \$10
 21. American society of mechanical engineers; yearbook, containing lists of members arranged alphabetically and geographically. American society of mechanical engineers, 29 West 39th St., N. Y. \$1
 22. American trade index; descriptive and classified directory of the members of the National association of manufacturers of the United States of Amer-

Directories—Trade, etc.—*Continued*

- ica; arranged for the convenience of buyers. National association of manufacturers, 30 Church St., N. Y.
23. American travel & hotel directory; six books in one. Harold W. Phillips, 1133 Broadway, N. Y. \$5
24. Annuaire de la quincaillerie et des metaux. Camille Rousset, 114 Rue & Place Lafayette, Paris \$3.30 imp.
25. Annuaire des produits chimiques et de la droguerie. Camille Rousset, 114 Rue & Place Lafayette, Paris \$6.30 imp.
26. Annual charities register and digest; being a classified register of charities in or available for the metropolis. (English) Longmans, Green & Co., 39 Paternoster Row, London N. Y. 5s
27. Annual chemical directory of the United States. (Includes Laboratories; Technical and scientific societies, U.S. and foreign, allied to the chemical field) Williams and Wilkins Co., 2419 Greenmount Ave., Baltimore, Md. \$5
28. Annual directory of trade, technical and class publications. Special number of Advertising and selling, 131 East 23rd St., N. Y. 15c
29. Annual farm paper directory. Special number of Advertising and selling, 131 East 23rd St., N. Y. 15c
30. Annual number of Pacific Ports. (Includes Transportation companies; Public and private wharves; Warehouses; Radio stations; Commercial dictionary; Principal oils and their uses; Principal nuts and their uses; Countries and states on the Pacific; Money conversion tables, etc.; Directory of exporters and importers) Pacific ports, inc., 620 Central Bldg., Seattle, Washington
31. Army list and directory. Supt. of doc. 15c
32. Automobile trade directory; a condensed catalogue and classified trade directory of the American automotive industries, including a directory of national trade associations, tables, data and other pertinent information. Automobile trade directory, inc., 243-249 West 39th St., N. Y. \$5
33. Bankers and brokers directory, with list of lawyers and accountants; New England, Middle Atlantic states and Washington, D. C. Williams and Co., 123 Liberty St., N. Y. \$3
34. Bankers encyclopedia (purple book); a full and complete list of banks, bankers, trust companies and savings banks in the U. S. and Canada, showing whether national, state or private, year established and population of city or town where located and also giving more necessary data regarding banks, etc. than any other bank directory published; a complete list of foreign banks and bankers in all cities and towns in the world; a full and complete list of members of the principal stock exchanges in the U. S., and in addition, a list of the most prominent dealers in high grade municipal bonds and other securities; commission rates of the various stock exchanges; the most accurate and up-to-date list of accessible points ever published; a full and complete list of all clearing house cities in the U. S. indicating members of same together with figures, showing capital, surplus, individual deposits, U. S. deposits and loans, etc., and where rules on collection are in force, same are given; this feature has never been attempted by any other bank directory published; for the information of trust companies and bond houses, a complete list of city officers is given and also information of when city councils meet; all necessary information regarding a state such as its officers, when legislature meets, rates of interest, legal holidays, etc. are given at the head of each state including lists of national and state bank examiners with their addresses and complete up-to-date lists of directors, accessible points and bank attorneys, follow the bank list in each state, where they belong; special lists of expert bank auditors and commercial paper dealers; a carefully compiled list of cashiers and assistant cashiers of national, state and private banks; a classified list of banks and bankers of the U. S. together with a recapitulation of the banking figures of same, by states and territories; a recapitulation of the banking figures of each and every clearing house city in the U. S.; a synopsis of the banking laws of each

Directories—Trade, etc.—Continued

- state and territory in the U. S. and Canada, revised to date; transit numerals of the banks of the U. S.; these numbers will be found immediately under the name of the bank; regional banks system; these institutions are properly designated for quick reference; an up-to-date map of each state and territory and the principal reserve cities. Bankers encyclopedia co., 125-135 Church St., N. Y. \$10
35. Bankers register and special list of selected lawyers, blue book; containing full and complete list of banks, bankers and savings banks in the United States, showing whether national, state or private, and year established, giving officers' names, capital, surplus, undivided profits, deposits, loans and discounts; also New York, Chicago, and other principal correspondents; federal reserve bank information, giving members, district and group numbers; list of the principal loan, trust, investment and safe deposit companies, with names of officers, capital, correspondents, etc.; complete list of banks and bankers in Canada, with names of officers and principal correspondents; complete list of the leading banks and bankers in foreign cities; list of 12,000 leading commercial lawyers recommended by banks and bankers; list of 80,000 towns and villages having no banks, giving name of nearest accessible banking points; on all pages giving names of banks a reference is given to number of page where such accessible points can be found; also reference to bank directors; carefully prepared digest of the banking and commercial laws of the several states and territories; national bank examiners, with address and territory; state bank examiners, with address; maps of the various states and territories and of the Dominion of Canada, printed in colors, with location of bank towns indicated; list of clearing houses in the United States and Canada, including their officers and members; list of directors of national, state and savings banks, and of loan, trust and investment companies in the principal cities of the United States; United States diplomatic and consular service; foreign consuls in the United States; White's United States counterfeit reporter; also names of national bank examiners, their address and territory; the interest laws; grace on sight drafts, etc.; legal holidays; laws affecting transfer of corporation stocks; values of foreign coins. Credit Co., Pontiac Bldg., Chicago, Ill. Spec. \$7
36. Banking almanac and yearbook; containing a complete banking directory of the United Kingdom and the British colonies, the principal banks of the world, and bankers' guide to the principal insurance offices. Waterlow and Sons, Ltd., London Wall, Great Winchester St., London £1 1s
37. Benevolent institutions, 1910. (Includes Hospitals and sanitariums) Supt. of doc. \$1
38. Best's insurance reports (fire, marine and miscellaneous) upon American and foreign joint-stock companies, American mutual companies, inter-insurance associations, and individual underwriting organizations transacting any of the following classes of insurance in the United States; fire, marine, liability, steam boiler, credit, fidelity, surety, personal accident, health, plate glass, burglary and theft, automobile, fly-wheel, sprinkler leakage. Alfred M. Best Co. inc., 100 William St., N. Y. \$15
39. Biographical congressional directory; with an outline history of the national congress. Supt. of doc. \$1.50
40. Blue book of American musical instruments; Presto buyers' guide to pianos and player-pianos, together with description of industries and lists of trade-mark and so-called "stencil" pianos; all preceded by chapters on piano building and buying, designed for the guidance of prospective purchasers. Presto pub. co., 407 South Dearborn St., Chicago, Ill. 25c
41. Blue book of optometrists and opticians, containing list of optometrists and opticians in the U. S., Canada, Cuba, Hawaii and Philippines, arranged by states and provinces; colleges; officers of societies; examining boards; synopsis of laws; full text of the laws; states that have laws; governors that signed the laws; wholesale

Directories—Trade, etc.—*Continued*

- jobbing houses; manufacturers; optical books; finger piece mountings; American optical association, and index to optometrists in U. S., Canada and Cuba arranged alphabetically. Lionel Topaz, 81 East Madison St., Chicago, Ill. Free with subs. to Optometrist and optician.
42. Boston, Fairchild's men's wear and women's wear directory; directory of manufacturers and retailers, of men's and women's apparel, telephone numbers included. Fairchild pub. co., 201 Devonshire St., Boston 25c
43. Bowman's corset and brassiere trade. Bowman publishing co., 17 Madison Ave., N. Y. \$2
44. Bowman's lace and embroidery directory; a compilation of the manufacturers of laces, embroideries, nets, veilings, etc., in the U. S. and Canada; also including large retailers and jobbers, with names of buyers, dyers, bleachers and finishers, scallop cutting concerns, etc., manufacturers' agents; selling agents; city offices, salesrooms of the mills and cutting-up trades. Bowman publishing co., 17 Madison Ave., N. Y. \$2
45. Brown's directory of American gas companies; gas statistics. (Includes Town plants—Acetylene; American gas association and other associations; Historical data and financial status of American gas companies) Gas age, 52 Vanderbilt Ave., N. Y. \$5
46. Bullinger's monitor guide, formerly the Counting-house monitor; a weekly business journal, containing detailed information in regard to steamboats, steamships and railway trains, meetings of stock companies, dividends, interest, coupons, etc., foreign and domestic mails and rates of postage, transportation companies, express, freight and canal shipping directions, and complete reports of all matters of value to business men relating to New York city and suburbs. E. W. Bullinger, 438 Broadway, N. Y. \$8 per annum
47. Bullinger's post office, express and freight guide; containing every post office, railroad station, steamboat landing and United States fort in the United States and Canada; with the railroad or water route on which every place or the nearest communicating point is located and the shipping directions by express or freight line from New York city. Edwin W. Bullinger, 438 Broadway, N. Y. With subs. to Bullinger's monitor guide.
48. Buyers' directory of American toys; containing alphabetical list of American toy manufacturers and sales agents; also alphabetical classification of principal toys and manufacturers of same. Toys and novelties co., 215 So. Market St., Chicago, Ill. 50c
49. Buyers' guide; a classified directory of wholesale manufacturers and supply houses in the trunk, leather goods, umbrella and allied trades of the United States. Perry L. Smith, 119 South Fourth St., Philadelphia, Pa. \$3
50. Buyer's guide for textile mills; reliable mill supplies and equipment and their makers handily indexed and cross-indexed for the buyer's convenience. Bragdon, Lord and Nagle, 461 8th Ave., N. Y. Free
51. Buyers' vest pocket directory, New York city; clothing, furnishing goods, hats, caps, store fixtures, etc. (wholesale). Geo. N. Lowrey Co., 13 Astor Pl., N. Y.
52. Canner's directory and lists of members of the canning machinery and supplies association and the National canned foods and dried fruit brokers association. National canners association, 1739 H St., N. W., Washington, D. C.
53. Chemical engineering catalog; collected, condensed and standardized catalog data of equipment, machinery, laboratory supplies, heavy and fine chemicals and raw materials used in the industries employing chemical processes of manufacture, with a general directory of such equipment and materials, classified and cross-indexed and a technical and scientific books section, cataloging and briefly describing a practically complete list of books in English on chemical and related subjects. Chemical catalog co., 1 Madison Ave., N. Y. \$5
54. Chicago, Fairchild's Chicago apparel gazette directory; classified directory of manufacturers and jobbers of men's apparel, telephone numbers included.

Directories—Trade, etc.—*Continued*

- Fairchild pub. co., 418-430 So. Market St., Chicago, Ill. 25c
55. Chicago, Fairchild's women's wear directory; classified directory of manufacturers and jobbers of women's wear and dry goods, telephone numbers included. Fairchild pub. co., 418-430 So. Market St., Chicago, Ill. 25c
 56. Chilton automobile directory; all manufacturers of automobiles, either passenger or commercial, equipment, parts and machinery, will be found in alphabetical order; in addition, there is a special Ford section, manufacturers of equipment and parts for Ford cars; additional data at back of book: automobile trade associations, standards of Society of automotive engineers, tables and data for engineers, table of serial numbers of American motor cars. Chilton Co., Market and 49th Sts., Philadelphia, Pa. \$1
 57. Chilton tractor index; power farm machinery dept.; illustrated tractor section; tractor specification table; parts and accessories list; tractor builders; implement makers. Chilton Co., Market and 49th Sts., Philadelphia, Pa. \$1
 58. City health officers; directory of those in cities of 10,000 or more population. (U. S. Public health service. Public health reports, reprint no. 539) Supt. of doc. 5c
 59. Coal catalog combined with coal field directory; containing explanatory articles on rank, usage, analysis, geology, storage, and preparation of coals, and such other information as is of value to the producer and consumer of coal; sales agencies, investor in coal lands, railroads, mining engineers, geologists, colleges and universities, public libraries, etc., etc.; together with a column or typical section of the productive formations of each coal mining state in the union; map of the state showing the various mining districts or fields; description of the seams mined, with the general and supplementary analysis of each; list of mines operating in the various seams, including name of company, general office address, county, railroad and shipping point; list of seams producing coal suitable for each industrial purpose, etc.; and including a directory of all the coal mines in the United States, in which will be found additional information on every mine, such as names and addresses of operating officials, thickness of seam, kind of opening, kind of haulage, last fiscal year's output, sizes of coal shipped from each mine, equipment for preparing coal for the market, etc.; also cross index of mines by counties, etc. Keystone consolidated pub. co., inc., 302 Pen Ave., Pittsburgh, Pa. \$25
 60. Collegiate salesman; the service that wins for college campaigns; college and school papers of the United States and Canada (arranged by states); men's college papers; women's college, and girls' preparatory school papers; normal college papers; humorous, literary, illustrated groups; boys' and co-ed preparatory school papers; agricultural college papers; technological and legal college papers; alumni publications; Canadian college papers; notes on religious, medical, inter-collegiate and foreign college papers. Collegiate special advertising agency, inc., 503 Fifth Ave., N. Y.
 61. Commercial and industrial organizations of the U. S. 121p 1920 (U. S. Bureau of foreign and domestic commerce. Miscellaneous series, no. 99) Supt. of doc. 15c
 62. Corporations of New Jersey; list of certificates filed in the Department of state. N. J. Department of state, Trenton, N. J.
 63. Daily News Record directory; New York men's wear, piece goods, linings, trimmings and accessories compiled for the cutting-up trade. Fairchild pub. co., 8 East 13th St., N. Y.
 64. Daily News Record directory of clothing manufacturers, cloak and suit manufacturers and piece goods selling agents of the United States. Fairchild pub. co., 8 East 13th St., N. Y. \$1
 65. Davison's cordage, twine and duck trade; a directory of the cordage, twine and duck manufacturers of the United States and Canada, including cotton, silk, linen, flax, hemp, jute, manila and sisal; with jobbers, manufacturers' agents, city offices, selling agents; cordage, twine and hardware jobbers; awning, tent and sail makers; wooden-

Directories—Trade, etc.—*Continued*

- ware dealers; waste dealers; fibre bag makers, ship chandlers and a classified list of manufacturers of awnings and duck, bagging, banding, burlaps, woven belting, cable cords, calking, clothes lines, crash, fire hose, cordage and rope, fish lines, hammocks, mops, netting, oakum, packing, sash cord, tow, twines, webbing, wicking, jute, linen and flax yarns. Davison pub. co., 50 Union Square, N. Y. \$3
66. Davison's knit goods trade; "the standard", a directory of the knit goods manufacturers in the United States and Canada and including jobbers and large retailers, with names of buyers; hosiery and knit goods dyers; knitting yarns; raw, thrown and art silk; cotton, wool and silk waste; manufacturers' agents; city offices and salesrooms of mills with selling agents. Davison pub. co., 50 Union Square, N. Y. \$3.50
67. Davison's silk trade; a directory of the silk manufacturers of the U. S. and Canada; including silk dyers, finishers and printers; manufacturers' agents; city offices and salesrooms of silk mills; dealers in raw, thrown, spun, and artificial silk; waste; cotton, tinsel and worsted yarns; silk jobbers and retailers and a classified directory of all manufacturers of silk goods. Davison pub. co., 50 Union Square, N. Y. \$3.50
68. Davison's textile "blue book", United States and Canada; cotton, woolen, silk, jute, flax and linen manufacturers; dyers, bleachers, and print works; commission merchants; converters and brokers; yarn, cotton, waste, linter dealers; mattress manufacturers; wool, rag and mill remnant dealers; raw, thrown and spun silk dealers, etc.; with a full classified directory of cotton and woolen mills and a textile supply directory. Davison pub. co., 50 Union Square, N. Y. \$6
69. Denison's directory, manufacturers of jewelry, silverware, watch cases, etc. in U. S. and Canada. D. A. Denison, 8 Vernon St., Providence, R. I. \$1
70. Department store buyers of books. Special number of Publisher's weekly, R. R. Bowker Co., 241 West 37th St., N. Y.
71. Directory of cement, gypsum and lime manufacturers; with which is included sand, gravel and crushed stone plants. (Includes Miscellaneous stone quarries in the U.S.) Cement, Mill and Quarry, 53 West Jackson Blvd., Chicago \$2.50
72. Directory of directors; a list of the directors of the joint stock companies of the United Kingdom and the companies in which they are concerned; with such other particulars as are considered likely to be of use and interest. Thomas Skinner and Co., 76-82 Gresham House, Old Broad St., London, E. C. 2os 6d
73. Directory of directors in the city of Boston and vicinity. Bankers service co., 88 Broad St., Boston, Mass. \$8
74. Directory of directors in the city of New York. Directory of directors co., 14 Wall St., N. Y. \$10
75. Directory of directors in the Pittsburgh district. Victor H. Brownson-combe, Bakewell Bldg., Pittsburgh, Pa. \$8
76. Directory of directors in the state of Connecticut. (Includes Directory of corporations and institutions; Professional public accountants and production engineers) Bankers service co., 88 Broad St., Boston \$8
77. Directory of directors in the state of Rhode Island. Bankers service co., 88 Broad St., Boston \$5
78. Directory of newspaper advertisers and general advertising agents east of Buffalo and Pittsburgh, inclusive. Six-point league, 334 Fifth Ave., N. Y. \$1
79. Directory of officials and organizations concerned with the protection of birds and game. (U. S. Biological survey. Doc. 109) Supt. of doc. 5c
80. Directory of publishers, printers and authors issuing books. Special number of Publishers' weekly, 241 West 37th St., N. Y. \$6 per yr.
81. Directory of shipowners, shipbuilders, and marine engineers. (Includes British admiralty; Bureau veritas; Associations; Consulting marine engineers and naval architects; Personal index to directors, partners and chief officials of shipowning, shipbuilding

Directories—Trade, etc.—*Continued*

- and marine engineering firms) Directory pub. co., Ltd., 15 Farrington Ave., London, E. C. 7s 6d
82. Directory of textile brands and trademarks; the purpose of this directory is to furnish the textile industry and the dry goods trade with a list of trade names, brands and trademarks of products, of which textile fibres, yarns or cloth are the principal materials; besides the trademark names, it gives the kinds of goods to which the names apply, names of first hand distributors, and in many cases whether goods named are sold to jobbers or to retail trade, making it a valuable source of reference for buyers in the jobbing, clothing, cutting-up and converting trades as well as for manufacturers and retail establishments. Bragdon, Lord and Nagle Co., 461 Eighth Ave., N. Y. \$5
83. Directory of the advertising agents of the world. Special number of Fourth Estate, 232 West 59th St., N. Y. 25c
84. Directory of the fur trade. Fur trade review, 1181 Broadway, N. Y.
85. Directory of the iron and steel works of the United States and Canada. American iron and steel institute, 61 Broadway, N. Y. \$12
86. Directory of the leading retail dealers of the United States and Canada selling trunks, leather goods and umbrellas in cities and towns of over 4,000 population; comprising specialty and department stores, clothing, furnishing, harness and other dealers handling these lines. Perry L. Smith, 119 South Fourth St., Philadelphia, Pa. \$4
87. Dockham's American report and directory of the clothing manufacture and cutting up trade; United States. (Includes Apron manufacturers; Awning, sail, tent and flag manufacturers; Boot and shoe manufacturers; Cloak and suit manufacturers; Clothing manufacturers; Collar and cuff manufacturers; Corset and brassiere manufacturers; Glove and mitten manufacturers; Hat and cap manufacturers; Mattress manufacturers; Miscellaneous manufacturers; Neckwear manufacturers; Overall manufacturers; Pants manufacturers; Raincoat manufacturers; Rubber manufacturers; Shirt manufacturers; Skirt manufacturers; Suspender and garter manufacturers; Trunk and bag manufacturers; Umbrella manufacturers; Underwear manufacturers; Waist, blouse manufacturers; Window shade manufacturers; Wrapper and dress manufacturers; Converters of cotton goods; Jobbers and department stores) Dockham pub. co., 6 Beacon St., Boston \$6
88. Dockham's American report and directory of the mattress manufacturers. Dockham pub. co., 6 Beacon St., Boston, Mass. \$1
89. Dues and charges on shipping in foreign and colonial ports; a manual of reference for the use of shipowners, shipbrokers and shipmasters. (Includes information on docks) George Philip and Son, Ltd., 32 Fleet St., London £2
90. Educational directory. (Includes Librarians of public and society libraries; Directors of museums; International associations of education; American educational associations) (U. S. Bureau of education. Bulletin, 1918, no. 36) Supt. of doc. 20c
91. Engineering directory; v. 1, Buyers' reference section; a comprehensive directory of manufacturers of mill, steam, mine, plumbing, heating, lighting and allied lines of supplies, machinery and tools; v. 2, Sellers' guide section; (Includes Jobbers and dealers in mill, steam, mine, heating, contractors and kindred lines of supplies, tools and machinery, classified by states and cities, naming kinds of goods handled, giving names of officers, buyers, and other information; Jobbers of plumbing and heating supplies, classified by states and cities, giving names of officers, buyers, territory covered and other information; Jobbers and dealers in mill, steam, plumbing, heating and lighting supplies and machinery in Canada; Wholesale dealers in hardware; Dealers in plumbing specialties and supplies; Manufacturers' agents for mill, steam, mine, plumbing and heating supplies; Dealers in electrical supplies; Dealers in automobile supplies; Ship builders; Trade associations) Crawford pub. co., 537 South Dearborn St., Chicago, Ill. \$6

Directories—Trade, etc.—*Continued*

92. Export register of leading export houses of the United States. Export manufacturers of U. S., inc., 17 Battery Place, N. Y. \$10
93. Exporters' encyclopaedia; containing full and authentic information relative to shipments for every country in the world. (Includes Representative forwarders; Index of ports; Foreign postage rates; Foreign and domestic parcel post; Ocean steamship lines and agents; Conversion tables; N. Y. banks and banking houses having foreign connections; Export commission houses; Marine insurance; U. S. consulates abroad; Foreign consuls (in N. Y.); Foreign consuls (at ports other than N. Y.); Foreign consuls at minor ports and interior cities) Weekly corrections published in Export trade. Exporter's encyclopaedia co., 78-80 Broad St., N. Y. With subs. to Export trade \$10.
94. Fairchild's national directory and digest. (Includes Woolen and worsted piece goods houses; Silks; Woolens; Jobbers; Clothing manufacturers; Dyers, bleachers and finishers; Dictionary of textiles; Calculations and statistics; Trade associations) Fairchild publishing co., 8 East 13th St., N. Y. \$2
95. Farm Implement News buyer's guide; a classified directory of manufacturers of farm and garden implements, tractors, wagons and carriages, automobiles, lighting plants, cream separators, gasoline engines, wind mills, pumps, wire fencing and the many accessory lines sold by implement dealers. Farm implement news company, Masonic Temple, Chicago, Ill.
96. Flying book; the Aviation World who's who and industrial directory. (Includes Aeronautical organisations; Glossary of aeronautical terms; Tables) Longmans, Green and Co., 39 Paternoster Row, London 5s
97. Fogerty's directory of the jewelry and kindred trades in the United States; divided into 49 departments covering leading manufacturers, jobbers, importers of the jewelry and allied trades in principal cities; classified as to important lines and alphabetically arranged; followed by appendix of manufacturers, etc., in less important cities and towns in each state. (Includes Optical goods) Fogerty's jewelry directory, 1 Maiden Lane, N. Y. \$1.50
98. Foreign publications for advertising American goods; advertising rates, circulation, subscription price, etc. (U. S. Bureau of foreign and domestic commerce. Miscellaneous series, no. 10) Supt. of doc. 25c
99. Fourth Estate space buyers' handbook; pt. 1, a directory of the advertising agencies of the world; pt. 2, a directory of the newspaper specials and their newspapers (U. S. and Canada). Fourth Estate, 232 West 59th St., N. Y. \$1
100. Fox's music trade directory of the U. S.; containing new and revised lists of persons, firms and corporations engaged in all branches of the music industry. (Includes Association directory) Music trade indicator, 20 East Jackson Blvd., Chicago, Ill. \$2
101. Furniture Record directory of furniture manufacturers of the United States and Canada; containing an alphabetical and a classified section; an invaluable guide to the buyer. Periodical pub. co., 11-19 Perkins Bldg., Grand Rapids, Mich. \$2
102. Gas World year book. (Includes Gas associations; "Gas world" directory; By-product coking plants in Great Britain) John Allan and Co., 8 Bouverie St., London, E. C. 7s 6d
103. Grain driers in the United States. (U. S. Bureau of markets. Doc. 12) Supt. of doc.
104. Guide to the current periodicals and serials of the United States and Canada, comp. by H. O. Severance. George Wahr, 103-105 Main St. N., Ann Arbor, Mich. \$2.50
105. Haberdasher directory. Haberdasher Co., 112 East 19th St., N. Y. 25c
106. Handbook of American private schools; an annual publication. (Includes Educational associations; Educational periodicals; School bureaus; School advertising agencies; Teachers' agencies) P. E. Sargent, 50 Congress St., Boston, Mass. \$2.50
107. Handbook of settlements. 1911 Russell Sage foundation, 1 Madison Ave., N. Y. \$1.64
108. Hendricks' blue list of purchasing agents. Oliver G. Hendricks, 129 Lafayette St., N. Y. \$25

Directories—Trade, etc.—*Continued*

109. Hendricks' commercial register of the United States; for buyers and sellers; with which has been incorporated "The assistant buyer"; especially devoted to the interests of the electrical, engineering, hardware, iron, mechanical, mill, mining, quarrying, chemical, railroad, steel, architectural, contracting and kindred industries; a complete and reliable annual register of producers, manufacturers, dealers and consumers connected with the aforesaid industries and with the multitudinous others of interest to buyers and sellers; products are listed from the raw material to the finished article, with the concerns handling them from the producer to the consumer; indispensable as a buyers' reference for contractors, engineers, exporters, government establishments, jobbers, manufacturers, municipalities, purchasing agents, retailers, architects, and for factories, foundries, machine shops, mills, mines, plantations and railroads; also valuable for mailing purposes. S. E. Hendricks Co., inc., 2 West 13th St., N. Y. \$10
110. Hide and Leather's year book and directory of tanners of sole, upper, harness, belting, glove and other leathers; manufacturers of glazed kid, patent kid, colt kid, morocco, etc.; manufacturers of shoes, harness, gloves and leather goods generally; leather and findings dealers; packers, dealers and brokers in hides, skins, pelts, wool, tallow, furs; manufacturers, tanners' machinery, supplies, extracts, etc. (Includes Trade organizations) Jacobsen pub. co., 136 West Lake St., Chicago Free with subs. to Hide and Leather.
111. Hine's directory of insurance lawyers, adjusters and medical examiners; published with the co-operation of the International claim association and various fire, life and accident companies. C. C. Hine's sons co., 100 William St., N. Y.
112. Hubbell's legal directory; list of lawyers; synopses of the laws of the United States of America; synopsis of the patent laws (also list of patent attorneys); synopsis of the laws concerning jurisdiction and procedure in the United States courts; United States and state court calendars; synopses of the laws of Canada, Cuba, England and Scotland, France, Germany, Holland, Japan and Mexico; trade-mark laws of Argentina, Chile and Uruguay; list of United States consuls. Hubbell pub. co., Equitable Bldg., N. Y. \$7.35
113. Huff's national fair directory; the horseman's official racing guide; contains the location, dates, speed program, purses, time of closing entries, date of bar & conditions of races for state and county fairs of the United States; complete racing rules; information as to railroads, traction lines, express companies and shipping facilities. E. L. Huffman, Camden, Ohio
114. Ice and Refrigeration blue book; a directory of the ice making, cold storage, refrigerating and auxiliary trades; a complete list of ice factories, cold stores, packing houses, breweries, dairies, creameries, meat markets, hotels, restaurants, and all establishments using mechanical refrigeration in the United States and Canada. Nickerson and Collins Co., 431 South Dearborn St., Chicago, Ill. \$5
115. Insurance year book; fire and marine. (Includes Fire departments; Directory of insurance agents, including also lists of insurance attorneys and adjusters; Underwriters' organizations) Spectator Co., 135 William St., N. Y. \$8
116. Insurance year book; life, casualty and miscellaneous. (Includes Directory of insurance agents (with supplemental lists of insurance attorneys and medical examiners); State officials having authority in insurance matters; List of actuaries; Underwriters' associations; Synopsis of the statutory requirements) Spectator Co., 135 William St., N. Y. \$8
117. International cable register of the world in conjunction with Western union telegraphic code system; a compendium of prominent manufacturing, commercial and professional firms engaged in the import, export and domestic trades; indexed by cities, lines of

Directories—Trade, etc.—*Continued*

business, and registered cable addresses. International cable directory co., 59 & 61 Pearl St., N. Y. \$8

118. International cotton buyer and cotton seller and reference book; a directory of American cotton shippers and exporters, European and Oriental cotton buying and selling agents and commission merchants—Southeastern and New England selling agents, cotton mills and mill buyers and commission merchants; together with summaries of laws governing cotton transactions and banking in all cotton states; lists of cotton mills and other important and interesting information for the shipper, buyer, seller and spinner. Cotton and cotton oil news, 1802 Jackson St., Dallas, Texas \$5

119. International cotton seed products directory; a list of American cotton seed oil mills, refineries, linseed oil mills, cotton seed products brokers, linter buyers, oleo factories, soap factories, fertilizer factories; linter and felt manufacturers, chemists, cotton compressors, lard compound refiners, etc. and a limited number of oil and meal brokers and importers; refiners and crude mills abroad; railroads given at each mail town, also production of cotton by counties. Cotton and cotton oil news, 1802 Jackson St., Dallas, Texas \$5

120. International who's who in music and musical gazetteer; a contemporary biographical dictionary and a record of the world's musical activity. (Includes Principal music schools and conservatories in the world; Principal opera houses in the world; Leading orchestral organizations in the world; Professional associations of musicians in the U. S.) Current literature pub. co., 65 West 36th St., N. Y. \$6

121. Investment bankers and brokers of America. (Includes Investment bankers' association of America—List of members; History, officials, list of members of and securities traded in on the various stock exchanges of the U. S. and Canada; Model blue-sky law; Blue-sky laws of various states; Association of dealers in investment securities; National mining and stock brokers association) Henry W. Sites, 80 Lafayette St., N. Y. Spec. \$10

122. Jackson's real estate directory; a directory of the leading real estate agents, abstracters, loan companies and real estate attorneys of the United States and Canada, with the approximate population of cities and villages to date, with counties and county seats. Jay M. Jackson, 421 Gladstone Blvd., Kansas City, Mo. \$10

123. Jewelers' Circular buyers' directory of the manufacturers, importers and jobbers in the jewelry and kindred trades. Jewelers' circular pub. co., 11 John St., N. Y. \$1

124. Jobbers' handbook; "that little red book"; a complete list of manufacturing jewelers and kindred trades. Manufacturing jeweler, 42 Weybosset St., Providence, R. I. \$1

125. Kelly's directory of merchants, manufacturers and shippers of the world; a guide to the export and import shipping and manufacturing industries (British, Colonial and foreign trades). (Includes Foreign ministers, Colonial governors, Crown agents, Consuls; List of colonial and foreign ports; Trade mark section) Kelly's Directories, Ltd., 182, 183 & 184 High Holborn, London, W. C. \$15

126. Leading cigar jobbers of the United States. Tobacco record pub. co., inc., World Bldg., N. Y. \$5

127. Liebèr's international directory of the users of the Liebèr code. Quarterly Liebèr code co., 25 Park Place, N. Y.

128. Life insurance manual; application, agreements and complete policy forms of prominent life insurance companies, including the special contracts, war clauses, disability and double indemnity provisions, etc.; assets, business written, gain and total insurance in force; premium rates (participating and nonparticipating); disability, double indemnity and monthly income rates; dividend and net cost tables; cash values, loans, extended insurance and paid-up values; term and annuity rates; reserve tables, preceded with net premiums by the American 3%, 3½% and 4% on ordinary life, 10, 15 and 20-premiums life, 10, 15 and 20-year endowment; and on 20-premiums (first year term and 19 premiums) life and twenty premiums (first year term and 19 premiums) endowment policies,

Directories—Trade, etc.—Continued

- American 3% and 3½%; modified preliminary term and select and ultimate reserve values on life policies paid-up in 20 years on the American 3% and 3½%; and also on 1, 5, 10, 15 and 20-year term policies, American 3% and 3½%; compound interest tables; letters re reserve bases; etc. A. J. Flitcraft, 613-615 Maple Ave., Oak Park, Ill. \$3
129. List of inspected electrical appliances. Underwriters' laboratories, 207 East Ohio St., Chicago
130. List of inspected mechanical appliances. Underwriters' laboratories, 207 East Ohio St., Chicago
131. List of merchant vessels of the United States, with official numbers and signal letters and lists of vessels belonging to the United States government with distinguishing signals. (U. S. Bureau of navigation) Supt. of doc.
132. List of officers of merchant, steam, motor and sail vessels. (U. S. Department of commerce Steamboat inspection service) Supt. of doc. 15c
133. List of special newspaper representatives, together with a list of daily newspapers having such representatives in various cities. Special number of Fourth estate, 232 West 59th St. N. Y. 25c
134. Lloyd's register of shipping; Register which is printed solely for the information of merchants, shipowners, underwriters and others being subscribers or members, contains the names, classes and other useful particulars relating to vessels classed by the society, and those classed by the Underwriters' registry for iron vessels; it also includes as far as possible, the names, dimensions, etc., of all other merchant vessels of the world, of 100 tons and upwards, some of which although not classed by the society, are classed elsewhere; the conditions regulating the classification of vessels in the register are contained in the society's rules. (Includes Shipbuilders, marine engine builders, and marine boiler builders; Marine insurance companies and agencies; Shipowners' trade defence associations; Dry docks, pontoons, patent slipways, etc., Wet docks, harbours, etc.) 2v Lloyd's register of shipping, 71 Fenchurch St., London \$40 Reports of additions and alterations published at irregular intervals.
135. Lockwood's directory of the paper, stationery and allied trades. (Includes Paper dealers; Paper box manufacturers; Trade associations; Watermarks and brands) Lockwood trade journal co., inc., 10 East 39th St., N. Y. \$5
136. London banks and kindred companies and firms; an account to date regarding the banks and kindred companies and firms which make up the London money market; the British provincial banking companies and firms; the principal colonial and foreign towns where the foregoing banks have offices, with the London agents of each; an alphabetical list of partners in the banking and kindred firms of the United Kingdom; an alphabetical list of telegraphic addresses, etc. Thomas Skinner and Co., 76-82 Gresham House, Old Broad St., London, E. C. 2 10s 6d
137. Lord & Thomas' pocket directory of the American press; a complete list of newspapers, magazines, farm journals, religious papers, foreign language publications, and other periodicals published in the United States, Canada, Cuba, Porto Rico, Hawaiian and Philippine Islands. Lord and Thomas, Mallers Bldg., corner Wabash Ave. and Madison St., Chicago, Ill. \$3
138. Lydiatt's book; what's what in Canadian advertising; a conveniently classified compilation of facts and statistics relating to Canada, its people, its markets, its manufactures, its advertising mediums, as a comprehensive guide to merchandizing and advertising in Canada. W. A. Lydiatt, 53 Yonge St., Toronto, Canada \$2
139. McGraw central station directory and data book. (Includes State commissions having jurisdiction over electric light and power utilities) McGraw-Hill Co., inc., Tenth Ave. at 36th St., N. Y. \$15
140. McGraw electric railway directory; directory of electric railway companies in U. S., Canada and Mexico; besides the names of officials, number of cars, number of miles of track, etc., the

Directories—Trade, etc.—*Continued*

power plant and sub-station equipment is also given in the reports of the companies listed. McGraw-Hill Co., inc., Tenth Ave. at 36th St., N. Y. \$4

141. MacRae's blue book; America's greatest buying guide; containing a catalogue section, consisting of the catalogues of various manufacturers collated in condensed form; an address section, showing in alphabetical order the addresses of 30,000 of America's leading manufacturers; a representatives' index, giving in alphabetical order the names of the representatives of 1,600 of America's most progressive manufacturers; a classified material section, wherein are listed under 10,000 classifications the names of the various manufacturers of railway supplies, iron and steel products and building construction material; a comprehensive trade name index; a miscellaneous data section, full of information for the man who specifies or purchases; a section giving the standard list prices of building materials and iron and steel products; a net discount computer. MacRae's blue book co., 803 E. Jackson St., Chicago, Ill. \$10

142. Martindale mercantile agency; the direct system between merchant and attorney. Martindale mercantile agency, Woolworth Bldg., N. Y.

143. Martindale's American law directory. G. B. Martindale, Woolworth Bldg., N. Y. \$15.50

144. Medical directory of New York, New Jersey and Connecticut. (Includes Medical colleges in New York state; Dispensaries; Hospitals of New York state; Examiners in lunacy; Medical examiners; Societies of New York state) Medical society of the state of N. Y., 17 West 43rd St., N. Y.

145. Mercantile year book and directory of exporters, in London, Manchester, Liverpool, Birmingham, Glasgow, Bristol, Nottingham, Bradford, Leeds, Huddersfield, etc.; Paris, Bordeaux, Marseilles, Lyons, Amsterdam, Rotterdam, The Hague, etc.; Milan, Genoa, etc.; Zurich, etc.; Brussels, Antwerp, etc.; including a walking guide to the shippers of London in street order, a list of importers abroad, showing the goods imported and the names of the

European representatives, with much more information of value to all connected with export trade. Lindley Jones and Brother, 16 St. Helen's Place, Bishopsgate, London E. C. 3 15s

146. Merchandise rating register hardware merchants of the world; section 1: Directory of hardware merchants in the U. S. (including U. S. possessions) and Canada, giving their stock rating; section 2: Directory of hardware merchants and importers in Mexico, Central America, West Indies, South America, Europe, Great Britain, Africa, Asia, Australia; section 3: Directory of wholesale hardware houses in the U. S. and Canada, giving date established, capital, territory covered, lines handled and percentage of wholesale business to total business; section 4: Directory of exporters handling hardware, tools, etc.; section 5: Directory of selected department stores handling hardware, tools, etc.; section 6: 5 and 10-cent store syndicates; section 7: Members of American hardware manufacturers' association. Hardware dealers' magazine, 253 Broadway, N.Y. \$5

147. Millinery trade directory; a comprehensive and complete classified list of manufacturers, importers, jobbers and manufacturers' agents, embracing all branches of the millinery trade; a revised list of wholesale millinery houses in cities recognised as important millinery markets, throughout the United States, embracing addresses of allied lines in such markets. Semi-annual Illustrated Milliner, 656 Broadway, N. Y. 25c

148. Mines handbook; an enlargement of the copper handbook; a manual of the mining industry of the world. (Includes Buyers; Mine inspectors, commissions, etc.; State geologists; Smelters; Glossary of mining terms; Statistics of the metal mining industry; Price tables) W. H. Weed, 29 Broadway, N. Y. \$10

149. Mining catalog; indexed by firms represented, their branch offices and agencies, and by products; together with treatise and engineering data covering various subjects pertaining to mining. Keystone consolidated pub. co., 302 Penn Ave., Pittsburgh, Pa. \$5

Directories—Trade, etc.—*Continued*

150. Modern hospital year book; a buyer's reference book of supplies and equipment for hospitals and allied institutions; presenting a comprehensive index and classified directory of materials, equipment and supplies and the condensed catalogs and announcements of manufacturers and dealers serving the institution field. Modern hospital pub. co., inc., 58 East Washington St., Chicago
151. Motion picture studio directory. Motion picture news, inc., 729 Seventh Ave., N. Y.
152. Motion picture trade directory; the reference book of the picture trade; a classified quarterly directory of the motion picture and allied industries in three sections; I—films; II—industrial and statistics; III—accessories. Motion picture trade directory co., inc., 239 West 39th St., N. Y. 50c
153. National directory of the paper box trade and its allied branches; the standard directory of concerns engaged in the manufacture of set-up boxes, folding boxes, corrugated and fibre boxes and shipping containers, fibre cans, paper tube and can manufacturers, and of manufacturers of and dealers in machinery, paper and supplies used in the above industries. (Includes Associations) Ravenswood press pub. co., 4610-4618 Ravenswood Ave., Chicago, Ill. \$2
154. Navy directory; officers of the U. S. Navy; also including officers of the U. S. Naval reserve force, Marine corps, Marine corps reserve, Coast and geodetic survey, Public health service, and foreign officers serving with the Navy. Supt. of doc. \$2.50
155. Navy yearbook; embracing all acts authorizing the construction of ships of the "new navy" and a résumé of annual naval appropriation laws from 1883 to 1919, inclusive; with tables showing present naval strength, in ships and personnel, and cost of maintaining the navy of the United States, also statistics of foreign navies. Supt. of doc. 75c
156. New York charities directory; a reference book of social service in or available for Greater New York. Charity organization society of the city of New York, 105 East 22d St., N. Y. \$1
157. New York Evening Post educational directory; containing a carefully compiled, up-to-date list of the leading private schools and institutions for special study. N. Y. evening post, 20-24 Vesey St., N. Y. Free
158. New York, Fairchild's men's wear directory; a classified directory of manufacturers, jobbers and retailers of men's apparel, telephone numbers included. Fairchild pub. co., 8 East 13th St., N. Y. 25c
159. New York, Fairchild's women's wear directory; classified lists of manufacturers and jobbers with phone nos. Fairchild pub. co., 8 East 13th St., N. Y. 25c
160. Newspaper press directory and advertisers' guide, containing particulars of every newspaper, magazine, review, and periodical published in the United Kingdom and the British Isles; the newspaper map of the United Kingdom, the press of the British dominions overseas, the Indian empire, the continent of Europe, America and the Far East, and a directory of the class papers and periodicals. C. Mitchell and Co., Ltd., 1 & 2 Snow Hill, Holborn Viaduct, London, E. C. 1 florin
161. Newspaper rate book; including a catalogue of newspapers and periodicals in the United States, Canada, Cuba, Porto Rico, Philippine Islands and Hawaiian Islands, having 5,000 circulation and over, with advertising rates of each paper, circulation, etc. Nelson Chesman and Co., 1127-1129 Pine St., St. Louis, Mo. \$5
162. Newsprint paper mills directory, United States and Canada; waste paper dealers and users. (Includes Paper trade associations related to the newsprint industry) American newspaper pub. association, 903 World Bldg., N. Y. 25c
163. Nugent's directory; a complete list of manufacturers and importers of women's, misses', children's and infants' garments and furnishings. (Includes Brand names; Retail mark up table for garment buyers) Allen-Nugent Co., 1182 Broadway, N. Y. \$1

Directories—Trade, etc.—*Continued*

164. Official American textile directory; containing reports of all the textile manufacturing establishments in the U. S. and Canada, together with the yarn trade index and lists of concerns in lines of business selling to or buying from textile mills. (Includes Textile associations; Textile schools; Bleaching, dyeing, printing and finishing establishments; Raw materials, wastes, shoddies, rags; Manufacturers' selling agents, commission and export houses) Bragdon, Lord and Nagle Co., 334 Fourth Ave., N. Y. \$4
165. Official army register. Supt. of doc. 80c
166. Official Catholic directory; containing ecclesiastical statistics of the U. S., Alaska, Philippine Islands, the Canal Zone, the Virgin Islands, the Island of Guam, the U. S. possessions in Samoa, Hawaiian Islands, Porto Rico, British Honduras, C. A., Jamaica, W. I., Canada, Newfoundland, Ireland, England, Scotland, Wales, the Austro-Hungarian Monarchy, Cuba, the German Empire and the United States of Mexico. P. J. Kenedy and Sons, 44 Barclay St., N. Y. \$5
167. Official congressional directory for the use of the U. S. Congress. (Includes U. S. consular officers; Consuls in the U. S.) Supt. of doc. 60c
168. Official guide of the railways and steam navigation lines of the United States, Porto Rico, Canada, Mexico and Cuba; also time-tables of railroads in Central America. Monthly National railway pub. co., 75 Church St., N. Y. \$12
169. Official hotel red book and directory; a standard directory of the best hotels in the United States and Canada, including summer and winter resorts; also, a list of hotels in Cuba, Hawaii, West Indies and South American cities; compiled for commercial travelers, tourists, merchants, banking, manufacturing and business houses and especially adapted to the use of hotel owners, managers, clerks and all hotel purveyors. Official hotel red book and directory co., 103 Park Ave., N. Y. \$3
170. Official register of the U. S. (Includes U. S. diplomatic and consular service) (U. S. Bureau of the census) Supt. of doc. \$1.50
171. Official trade directory. Cloak, suit and skirt manufacturers protective association, 220 Fifth Ave., N. Y.
172. Oil and petroleum manual; a record of information concerning oil and petroleum companies, with lists of directors, secretaries, consulting engineers, managers, agents, etc., their names, addresses, and descriptions, and names of the companies with which they are connected. Walter R. Skinner, 11-12 Clements Lane, Lombard St., London, E. C. 5s
173. Oil, Paint and Drug Reporter green book for buyers. Oil, paint and drug reporter, 100 William St. N. Y. Free with subs. to Oil, paint and drug reporter.
174. Opportunities for vocational training in New York. Committee for vocational scholarships, Henry St. settlement, 265 Henry St., N. Y. 20c
175. Order of railway conductors—directory. Special number of Railway conductor, Masonic Temple, Cedar Rapids, Iowa 10c
176. Organization directory; showing stations and post office addresses of organizations of the army. Supt. of doc.
177. Paper makers' directory of all nations; containing the principal paper, pulp and board mills of the world. (Includes Associations; Paper box manufacturers; Waste paper merchants; Wholesale stationers) Dean and Son, Ltd., 160A Fleet St., London, E. C. 4 17s 6d
178. Patterson's American educational directory; containing a complete list and description of all the public, private and endowed schools, colleges, higher and secondary institutions of learning; a list of the state and county superintendents of public instruction, state educational associations and public school officials; the boards of education, city superintendents of schools, special supervisors, and principals of high schools; a library directory; the national educational associations and societies; university and college colors, etc.; together with much other in-

Directories—Trade, etc.—*Continued*

- formation embodying a complete college and school directory. American educational co., 29 South LaSalle St., Chicago, Ill. \$6
179. Penton's foundry list; a directory of the gray and malleable iron, steel, brass and aluminum foundries in the United States and Canada; the pattern and machine shops operated as departments of these plants, also are listed. Penton pub. co., 12th and Chestnut St., Cleveland, Ohio \$15
180. Petroleum and natural gas register; a directory of the petroleum and natural gas industries in the United States, Canada and Mexico; text includes producers, refiners, compounders, marketers, and jobbers of petroleum and its products, casinghead gasoline manufacturers, oil pipe lines, natural gas producers and distributors, geologists, manufacturers of and dealers in equipment, and the membership lists of oil and gas associations. Oil trade journal, 120 Broadway, N. Y. \$12
181. Piano and organ purchaser's guide; containing information with regard to pianos, player pianos, pipe and reed organs, self-playing organs, and some phonographs and talking machines, music rolls, musical merchandise, supplies and their various makers. Music trades co., 501 Fifth Ave., N. Y. 25c
182. Playthings index; a comprehensive guide for toy buyers; what is made and who sells it. McCready pub. co., 118 East 28th St., N. Y. 25c
183. Pocket list of railroad officials; containing the names of officials in charge of railroads, private car companies, telegraph and express companies on the North American continent; also the gauge of each road, number of miles operated and rolling stock in service of each company. (Includes Associations of railroad officers) Railway equipment and pub. co., 75 Church St., N. Y. \$4
184. Polk's dental register and directory of the U. S. and Canada; comprising a list of dentists arranged by states and provinces, giving post-office address with population and location, date and college of graduation, all the existing and extinct dental colleges in the U. S. and Canada, with locations, officers, number of professors, lecturers, demonstrators, etc.; the various dental societies, the full text of the laws of registration, and other laws relating to the profession in each state and province, the U. S. army dental corps, dental journals with names of editors, frequency of publication and subscription rates, and a complete index of dentists, alphabetically arranged. R. L. Polk and Co., 125 Church St., N. Y. \$10
185. Polk's medical register and directory of the United States and Canada; comprising a list of physicians and surgeons, arranged by location, giving postoffice address with population, the school practiced, date and college of graduation, all the existing and extinct medical colleges of the United States and Canada, with locations, officers, number of professors, lecturers, demonstrators, etc., the various medical societies, penal, reformatory and charitable state institutions, hospitals, homes, sanitariums, asylums and other medical institutions, boards of health, boards of medical examiners, health officers at principal points, the laws of registration and other laws relating to the profession, medical journals with names of editors, frequency of publication and subscription rates, medical libraries, a therapeutic classification of American health resorts, official list of officers of the medical departments of the United States Army, Public health service and Indian service, a descriptive sketch of each state, territory and province, particulars concerning all national and interstate medical and surgical associations and societies, and a complete index of physicians alphabetically arranged. R. L. Polk and Co., 125 Church St., N. Y. \$10
186. Polk's real estate register and directory of the United States and Canada; comprising complete lists of real estate dealers and agents and abstracters of title; special lists covering the branches of the real estate industry; lists of non-resident commissioners of deeds; a digest of the statutes affecting real estate; U. S. public lands; population of incorporated cities, towns and villages; a descriptive sketch of each state and territory, etc. R. L. Polk and Co., 125 Church St., N. Y. \$10

Directories—Trade, etc.—*Continued*

187. Polyglot rubber trade directory of the U. S. and Canada. (Includes Waste rubber dealers; Rubber trade organizations; Classified list of rubber trade-marks) India rubber world, 25 West 45th St., N. Y. \$3.50
188. Port directory of principal Canadian ports and harbours and a large number of minor ports, wharves, depth of water, facilities for loading, etc.; also descriptions of types of aids to navigation in Canadian coastal and inland waterways, navigable distances of many rivers in the north west of Canada and some general information to mariners, etc., with a number of illustrations of harbours. (Includes Radio telegraph stations; Life-saving stations) Dept. of marine and fisheries, Ottawa, Canada
189. Pottery and glass directory and buyers' guide; comprising a complete alphabetical list of the pottery, china, glass, art metal and lamp manufacturers and importers in the United States, together with a classification of the principal branches allied with these trades. (Includes Jobbers) O'Gorman pub. co., 126 Fifth Ave., N. Y. \$1
190. Power wagon reference book; a handbook of practical information for makers, sellers and owners of motor-driven vehicles for commercial and agricultural purposes; comprising a review of the use of motor trucks in different trades with facts relating to their economy and efficient operation and with complete tabulated specifications of motor wagons, farm tractors, trailers and their parts. Power wagon pub. co., 544 Lake Shore Drive, Chicago, Ill. \$5
191. Printers' green book; containing a classified list of water-marked bonds, linens, writings and ledgers, as well as a list of all high-grade covers and book papers, with list prices, and giving the names of paper jobbers who carry the same in stock. Frandor pub. co., 304 Caxton Bldg., Cleveland, Ohio \$2
192. Printing trades blue book; the standard directory of the printing trades, its branches and kindred crafts; Greater New York and surrounding towns. (Includes Associations, unions, clubs, etc.; Paper watermarks and brands) A. F. Lewis and Co., 41 Park Row, N. Y. \$3
193. Public, society and school libraries. (U. S. Bureau of education. Bulletin, 1915, no. 25) Supt. of doc. 25c
194. Rand-McNally bankers' directory and list of attorneys, the original "Bankers' blue book"; Banks, bankers and trust companies in the United States:—national, state, or private; year established; officers; financial statement; principal correspondents, and the transit number of each bank in the United States given exclusively by the Rand-McNally bankers' directory under the authority of the American bankers association; federal reserve bank information—district in which town or city is located is shown by figure under name of town, if state is in more than one district, also officers, directors, and map showing districts; banks and bankers in Canada, Mexico, Cuba, and U. S. island possessions; leading banks and bankers in foreign cities; cashiers and assistants alphabetically arranged; bonded lawyers at important banking points in the United States and Canada, these lawyers are bonded by the American surety company of New York, as explained on index "lawyers"; directors of banks and trust companies in towns and cities in the United States having two or more commercial banks; a new county map (indexed) of each state in the United States, a map of each of the provinces of Canada, of foreign countries, of the island possessions of the United States, and of principal cities in the United States, all printed in colors (size 11x14 inches); A.B.A. numerical transit map for guidance in routing checks and other bank items; population of every banking town or city; clearing houses in the United States and Canada, with their officers and members; all towns and villages without banks, in the United States and Canada, with their nearest accessible banking points; members of the American and state bankers' associations, and a list of these associations with officers; selected list of investment dealers in all the principal cities; revised banking and commercial laws of each state, and

Directories—Trade, etc.—*Continued*

- of the Canadian provinces; state banking departments with the names and addresses of those in charge; names and addresses of state bank examiners in each state; a list of national bank examiners, with addresses and districts; dates of comptrollers' calls to national banks—1886 to 1918; full information in regard to population, county seat, money-order office, express office, telegraph station, state capital, etc., under List of commercial lawyers; a table of cardinal numbers and commercial terms in ten languages; rates of postage, value of foreign coins, etc. Rand-McNally and Co., Rand-McNally Bldg., Chicago, Ill. \$10
195. Record of American and foreign shipping. (Includes Dry docks in the U. S.; Marine underwriters; Shipbuilders in the U. S.) American bureau of shipping, 66-70 Beaver St., N. Y. \$25 Supplements published at irregular intervals.
196. Register of the commissioned and warrant officers of the U. S. Navy, U. S. Naval reserve force and Marine corps. Supt. of doc. 30c
197. Register of the Department of justice and the courts of the United States. Supt. of doc. 40c
198. Register of the officers, vessels and stations of the United States Coast guard. (U. S. Coast guard) Supt. of doc. 10c
199. Resident buyers in New York city, with addresses and phone numbers; together with some important facts about the value of Fairchild directory service in getting attention from these buyers and their thousands of clients throughout the continent as well as other thousands of merchants and manufacturers not represented by resident N. Y. buyers. Fairchild pub. co., 8 East 13th St., N. Y.
200. Review directory of women's, misses' and children's wear manufacturers. John M. O'Connor and Co., 281 Fifth Ave., N. Y.
201. Roster of automobile accessory supply houses (wholesale and retail) of U. S. and Canada. Chilton automobile directory, Market and 49th St., Philadelphia
202. Roster of members of the Automotive equipment association. Chilton automobile directory, Market and 49th St., Philadelphia
203. Rudder directory; a trade list of shipbuilding and marine industries; U. S. shipping board; Emergency fleet corporation; marine societies; shipbuilders of the U. S. and Canada; ship repair shops and dry docks; boat builders; engine builders; boiler makers; manufacturers of heavy oil and gasoline engines, shipbuilding machinery, tools, material, equipment, fittings and instruments necessary for building and operating vessels of every description; list of steamship companies, owners and operators, and marine insurance companies; naval architects. Rudder publishing company, 9 Murray St., N. Y. \$5
204. Ryland's colliery, iron, steel, tinplate, engineering and allied trades' directory; with brands and trade marks. England and Co., 165 Strand, London, W. C. £1 10s
205. Sheldon's jobbing trade and city offices; containing jobbers in dry goods, cloths, tailors' trimmings, furnishing goods, hosiery, notions and millinery; arranged in states and cities, giving location of office in New York; names of resident buyer, the several departments and buyers; office classification under respective branches of business, also converters of cotton goods. J. D. Sheldon Co., 32 Union Square, N. Y. Spec. \$3
206. Sheldon's manufacturing trade (the cutting-up trade); comprising manufacturers of men's, women's and children's garments; arranged in cities and states, giving class of goods made, names of buyers and location of New York headquarters. Joseph S. Phelon, 51 & 53 Leonard St., N. Y. Spec. \$2
207. Sheldon's New York resident buyers with the firms represented by each; alphabetically arranged; New York packing companies, with firms packed and shipped. Joseph S. Phelon, 51 & 53 Leonard St., N. Y. \$1
208. Sheldon's retail trade of the United States; containing representative retailers in dry goods, notions, etc.; arranged in states and cities, giving loca-

Directories—Trade, etc.—*Continued*

- tion of office in New York and names of resident and department buyers. J. D. Sheldon Co., 32 Union Square, N. Y. Spec. \$4
209. "Shipping World" year book; a desk manual in trade, commerce, and navigation. (Includes Tables of freeboard, digest of merchant shipping acts, etc.; Government departments; Chambers of commerce; Port directory of the world; Tariff of all nations; Information about docks) "Shipping world" offices, Effingham House, Arundel St., Strand, London, W. C. 15s
210. Ships' data, U. S. naval vessels. (U. S. Navy department) Supt. of doc. 20c
211. Shoe and Leather Reporter; annual. (Includes Prices; Trade organizations; Alphabetical lists of Glove manufacturers, Hide and skin dealers, Rubber shoe manufacturers, Shoe wholesalers, Tanners' materials, Shoe manufacturers, Leather manufacturers; Harness and saddlery manufacturers and wholesalers) Shoe and leather reporter, 166 Essex St., Boston, Mass. Free with subs. to Shoe and Leather Reporter.
212. Southern Lumberman's directory of American sawmills and planing mills. Southern lumberman, Nashville, Tenn. \$15
213. Sporting goods trade directory; a classified index of the goods made by sporting goods manufacturers and a complete list of sporting goods jobbers and manufacturers' agents. Charles C. Spink and Son, 1002 Olive St., St. Louis, Mo. 50c
214. Standard iron—steel—metal directory; a complete index of iron and steel manufacturers, iron and brass foundries, metal manufacturers, etc., with a report showing corporation or co-partnership, capital, officers, purchasing agents, sales managers, headquarters and branch plants, equipment, capacity, products, fuel and raw materials used; iron department includes special lists of steel and rolling mills, rail and sheet mills, car wheel manufacturers, pig iron merchants, brokers and dealers in iron and steel scrap, new and relaying rails, pipe, machinery, jobbers in mill supplies, exporters, etc.; metal department includes special lists of brass foundries, smelters and refiners, brass and copper rolling mills, manufacturers of car boxes and journals, plumbing supplies, ingot metals, white metals, galvanizing plants, new metal brokers, scrap metal dealers, importers and exporters, list of special brands of metals; statistics and specifications covering price movements of iron and steel products and metals; also specifications on iron and metal, new and scrap; purchasing agents of railways, steamship companies and automobile plants. Atlas pub. co., 150 Lafayette St., N. Y. \$8
215. Street directory of the principal cities of the U. S.; embracing letter-carrier offices established to April 30, 1908. (U. S. Post office department) Supt. of doc. \$1
216. Sweet's architectural catalogue; indexed by firms represented, by products and by location. (Includes Trade mark of each firm listed; appears at head of each catalog) Sweet's catalogue service, inc., 119 West 40th St., N. Y.
217. Sweet's engineering catalogue; a collection of condensed catalogues pertaining to engineering materials, equipment and supplies; completely indexed. Sweet's catalogue service, inc., 119 West 40th St., N. Y.
218. Telephony's directory of the telephone industry. (Includes National and state association officers; Personnel of national and state public service commissions; Telegraph and cable companies) Telephony pub. co., 116 South Michigan Ave., Chicago, Ill. Spec. \$3
219. Thacker's directory of wholesale grocers, semi-jobbers, chain stores, etc. in the United States and Canada; the red book. Orrin Thacker Directory. 33 West Gay St., Columbus, Ohio \$1.50
220. Thomas' drug trades lists; printed on bond paper, in sections, with margin for writing; wholesale druggists, retail druggists; manufacturers of patent medicines; manufacturers of other goods sold by the drug trade. Thomas directory co., 129 Lafayette St., N. Y. \$15, by subs.
221. Thomas' hardware, sporting goods and kindred trades lists; printed on bond paper with margin for writing, containing names of all wholesale and

Directories—Trade, etc.—*Continued*

retail hardware and sporting goods dealers of the U. S. and Canada. Thomas directory co., 129 Lafayette St., N. Y. \$15

222. Thomas' register of American manufacturers and first hands in all lines; the largest classified reference book in the world, the only one in the U. S. covering all lines; extensively used by U. S., state and city government departments, American and foreign consuls, exporters, merchants' and manufacturers' associations, boards of trade, libraries, banks, railroads, contractors, merchants, manufacturers and buyers generally in all lines throughout the U. S. and by important importers throughout the world; finding list and index; lists of manufacturers classified according to business; manufacturers of the U. S. arranged alphabetically by name, giving home offices, branches, names of officers, sales managers, purchasing agents, etc.; leading trade names, brands, etc.; appendix: banks, boards of trade and other commercial organizations, leading trade papers; manufacturers representatives; international trade section—export and import houses, steamship lines and forwarding agents, banks, etc. Thomas pub. co., 129 Lafayette St., N. Y. \$15

223. Thomas' wholesale grocery and kindred trades register; the official buyers' and sellers' guide of the grocery and allied trades, U. S. and Canada; more than 60,000 names; furnishes detailed information not obtainable from any other publication; wholesale grocers; strictly wholesale—general line, U. S.; supplementary list; wholesale—Canada; wholesale—18 foreign countries; wholesale provisions; wholesale produce; wholesale flour, feed, etc.; exporters and importers of food products of U. S.; brokers, grocery, produce and allied lines; retail grocers, important general retailers, chain store organizations, fancy; department stores; warehouses and cold storage; bakers; canned foods association, officers; canned foods, packers, jobbers; confectionery; tea, coffee and spice trade; dried fruits; fish, dried, salt, etc.;

meat packers; all other lines—the manufacturers, packers, producers, importers, jobbers, etc., in all other lines (150) allied with the food trades; banks recommended by jobbers for B/L drafts, etc.; hotels recommended by jobbers for commercial travelers; alphabetical index to all manufacturers' names. Thomas pub. co., 129 Lafayette St., N. Y. \$10

224. Tractor and implement blue book; little brother of Farm machinery—farm power; the standard tractor and implement directory of the United States; self indexed, cross indexed, double indexed for instantaneous use. Midland publishing co., 800-810 Pine St., St. Louis, Mo. Free with subs. to Farm machinery.

225. Transfer and Storage directory. Transfer and storage pub. corp., 100 West 40th St., N. Y. \$3

226. Trow New York copartnership and corporation directory; boroughs of Manhattan and Bronx; is the only publication that gives the names of partners and special partners of each firm; the officers, capital and directors of the banks, business and manufacturing corporations and insurance companies, and the state under whose laws they were incorporated; registered and unregistered trade names and proprietors thereof; also foreign firms doing business in New York, with the locations of their home offices and the names of their New York representatives or agents. R. L. Polk and Co., 125-135 Church St., N. Y. \$20

227. Trust companies of the United States; statements of condition, names of officers and directors, stock quotations, dividend rates, other statistics. U. S. mortgage and trust co., 55 Cedar St., N. Y.

228. Tuberculosis directory containing a list of institutions, associations and other agencies dealing with tuberculosis in the U. S. (Includes Sanatoria, hospitals and day camps for the treatment of tuberculosis in the U. S.; Dispensaries, clinics and classes for special treatment of tuberculosis in the U. S.) National tuberculosis association, 381 Fourth Ave., N. Y. \$1.60

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230. Universal electrical directory (J. A. Berly's) containing a complete record of all the industries directly or indirectly connected with electricity and magnetism, and the names and addresses of manufacturers in Great Britain, India, the Colonies, America, the Continent, &c.; A.—British and colonial sections only; B.—British and colonial with continental and U.S.A. sections. H. Alabaster, Gatehouse and Co., 4 Ludgate Hill, London, E. C. 21s
231. Vehicle year book; a valuable reference volume for automobile, motor truck, trailer, carriage and wagon manufacturers and distributors. (Includes Associations connected with the vehicle industry; Trade names of motor vehicles) Ware bros. co., 1010 Arch St., Philadelphia
232. Visiting nursing in the U. S., containing a directory of the organizations employing trained visiting nurses, with chapters on the principles, organization and methods of administration of such work. Charities publication committee, 105 East 22nd St., N. Y. \$1.25
233. Walker's manual of California securities and directory of directors. H. D. Walker, 454 Montgomery St., San Francisco, Cal. \$5
234. Waste trade directory; containing the name, address and rating of dealers, merchants, brokers, importers, exporters, manufacturers and consumers in the United States, Canada and Europe, who buy, sell or consume scrap iron, metal, rubber, cotton rags, new cuttings, paper stock, old rope, bagging, burlap, bags, cotton, woolen, jute, hemp and flax wastes, etc. Atlas pub. co., inc., 150 Lafayette St., N. Y. \$4
235. Where to buy millinery goods; a complete list of manufacturing and wholesale houses in all branches of the millinery trade and a correct list of

New York offices of out-of-town department and dry goods stores. Millinery trade review, 1182 Broadway, N. Y. \$1

236. Who makes it and where; the stationers' book of knowledge. Andrew Geyer, inc., 318 Broadway, N. Y. \$2
237. Who's who in advertising. Business service corporation, Cass Bldg., Detroit, Mich. \$5
238. Winter and health resort directory. (Includes Sanitariums) Brooklyn daily eagle, Eagle Bldg., Brooklyn, N. Y. Free
239. Women's wear; Fairchild's directory of fabrics; piece goods, linings, trimmings and accessories; compiled for the dry goods and cutting-up trades. Fairchild pub. co., 8 East 13th St., N. Y.
240. Year book, containing lists of members, arranged alphabetically and geographically; also lists of officers and committees, chapters and local secretaries, constitution, past officers, and calendar of past meetings. American society of heating and ventilating engineers, 29 West 39th St., N. Y. 50c

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Catalogue of copyright entries: pt 1 group 1 Books; issued 3 times a week. pt 1 group 2 Pamphlets, leaflets, contributions to newspapers or periodicals, etc., lectures, sermons, addresses for oral delivery, dramatic compositions, maps and motion pictures; issued monthly.

Public affairs information service; a co-operative clearing house of public affairs information; comprises:—Weekly bulletin; Bi-monthly cumulation of bulletin; Annual cumulated bulletin, bound. Public affairs information service, 958 University Ave., N. Y. Price on application to publisher.

Indexes periodicals, pamphlets, reports, government documents, etc., chiefly on business, social and legislative subjects; indexes typewritten material, bibliographies, etc., and furnishes copies at 5c per sheet, single space, plus 10c for each manuscript ordered; notes new organizations and gives advance notice of association meetings; maintains research department.

Thompson, W. S. Directory of mailing lists obtainable in book and pamphlet form, telling where to get them and their cost. 1917

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81, 172, 194, 226, 233

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Martin, M. Planning an advertising campaign for a manufacturer; pt 3, Analy-

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Mason, F. R. Business principles and organization. 1909 (Business, commerce and finance)

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Periodicals

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Marketing methods—Bibliography

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Executive statistical control. 1917 Industrial \$5

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More talks by the old storekeeper. 1912
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Directories

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Felt trade

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and administration; Prices (Market)—
Furs; Prices (Market)—Wool; Statis-
tics—Manufactures; also notes on
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Directories

In list under "Directories, Trade, etc."
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Ferraris, C. F.

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also notes on Sources of information
under Trades

Directories

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See also Associations—Directories—
Fertilizer trade; also subhead Director-
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Manufacturers; Phosphate trade

Periodicals

Oil, paint and drug reporter. Mondays

Fetter, F. A.

Source book in economics. 1912 Cen-
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Fiber trade

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Uses; Cotton trade; Organization and
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(Market)—Flax; Prices (Market)—
Hemp, jute and rope; Silk trade; Tex-
tile trade; also notes on Sources of in-
formation under Trades

Bibliography

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Directories

In list under "Directories, Trade, etc."
see No. 65

See also subhead Directories under:
Cordage trade; Cotton trade; Flax

Fiber trade—Directories—*Continued*
trade; Hemp trade; Jute trade; Man-
ufacturers; Paper trade; Silk trade;
Textile trade; Wool trade

Periodicals

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Administration of estates

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1920

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Directories

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Filing—*Continued***Advertising department**

See Advertising—Records and statistics; Filing—Bibliography; Sales—Records and statistics

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Associations

See Associations—Convention records

Bibliography

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Credit department

See Credits—Records and statistics; Filing—Bibliography

Cuts

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Dairy industry

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Employment department

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Lawyers' offices

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See also Filing—Bibliography

Maps

See Maps (commercial use)

Periodicals

Filing. Monthly

Pictures

See Advertising—Records and statistics; Filing—Bibliography

Poultry business

See Poultry business—Records

Professional offices

See following subheads under Filing: Accountants' offices; Architects' offices; Bibliography; Lawyers' offices

Purchasing department

See Filing—Bibliography; Purchasing—Records and statistics

Sales department

See Advertising—Records and statistics; Filing—Bibliography; Sales—Records and statistics

Stock department

See Filing—Bibliography; *also* under Stockkeeping the following subheads: Factories; Retail stores

Traffic department

See Traffic management—Records and statistics

Filing department**Management**

Galloway, L. Filing—nature, scope and personnel; Filing—standardization and centralization. (In his *Office management*, 1918, p. 145-172)

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Film trade

See also Organization and administration; *also* notes on Sources of information under Trades

Directories

In list under "Directories, Trade, etc." see No. 152

See also subhead Directories under: Manufacturers; Motion picture trade

Filsinger, E. B.

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Trading with Latin America. 1917 Irving national bank Free

Finance. See Banks and banking; Bond houses; Business—Barometers; Business—Condition of; Capital; Corporations—Finance; Credit; Credits; Economics; Encyclopedias and dictionaries—Investments; Exchange; Index numbers (theory); Insurance; Investments; Money; Panics; Prices; Retail stores—Finance; Speculation; Stock brokerage business; Stock exchange; Tariff; Taxation; Trusts; Wealth

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Financing an enterprise. Cooper, F. 1915

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Fink, W. A.

Bookkeeping and cost finding for the plumber. 1918 Domestic

Finland

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Finlay, J. R.

Cost of mining. 1910 McGraw \$5

Fire departments

Directories

In list under "Directories, Trade, etc." see No. 115

Fire insurance. See Insurance—Fire

Fire insurance agent and his agency. Allebach, R. K. S. 1909

Fire insurance and how to build. Moore, F. C. 1903

Fire insurance hand-book. Coles, W. S. 1909

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Engineering economics. 1915 McGraw \$2

Fish trade

Fishmongers. (In Harmsworth business library, v. 6, p. 309-316)

See also Advertising—Food trade; Commodities of commerce—Uses; Organization and administration; Prices (Market)—Fish; also notes on Sources of information under Trades

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Fisher, I.

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Purchasing power of money. 1911 Macmillan \$3

Rate of interest. 1907 Macmillan \$3

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Fisk, J. W.

Retail selling. 1916 Harper \$1

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Fiske, A. K.

Honest business. 1914 Putnam \$1.25

Modern bank. 1919 Appleton \$2.25

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Indicates for each security when exempt from taxation under U.S. and state laws and when legal for investment by savings banks. Gives names of dealers who specialize in the investment.

Fitch record of government finances.

See Kimber's record of government debts.

Five and ten cent stores

See also Chain stores; Organization and administration; Retail stores; also notes on Sources of information under Business

Directories

In list under "Directories, Trade, etc." see No. 146

See also Chain stores—Directories; Retail stores—Directories

Periodicals

Five and ten cent and variety store magazine; a business publication for up-to-date storekeepers dealing in popular priced merchandise retailing from 5c to \$1.00. (Retail) Monthly

See also Retail stores—Periodicals

Flag trade

See also Commodities of commerce—Uses; Organization and administration; Prices (Market), with subdivisions; also notes on Sources of information under Trades

Directories

In list under "Directories, Trade, etc." see No. 87

See also Manufacturers—Directories

Flax trade

See also Commodities of commerce—Uses; Organization and administration; Prices (Market)—Flax; Textile trade; also notes on Sources of information under Trades

Directories

In list under "Directories, Trade, etc." see No. 65, 68

See also subhead Directories under: Fiber trade; Manufacturers; Textile trade

Marketing methods

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Periodicals

See Textile trade—Periodicals

Fleming, R. D.

Railroad and street transportation. 1916 (Cleveland education survey) Cleveland 25c

Fletcher, S. W.

Strawberry-growing. 1917 (Rural science series) Macmillan \$1.75

Flint, C. A.

Flint's cost finding system for hotels, restaurants and cafeterias. 1917 Flint \$5

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Florence, P. S.

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Florist business

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Directories

In list under "Directories, Trade, etc." see No. 13

See also Associations—Directories—Florist business; Associations—Directories—Horticulture; also subhead Directories under: Nursery trade; Seed trade

Florist business—*Continued*

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Floy, H.

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Flügel-Schmidt-Tanger German and English dictionary. 2v 1896 Stechert \$4.50

Flux, A. W.

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Follow-up letters. See Commercial correspondence—Follow-up letters

Food trade

See Butter trade; Commodities of commerce; Cooperative selling; Dairy industry; Distribution and marketing; Fish trade; Fruit trade; Grain trade; Jobbing, commission business, etc.; Meat trade; Prices (Market), with subdivisions; Retail stores; Sugar trade; *also* subheads under: Bee industry; Canning trade; Coffee trade; Farm produce; Nut trade; Packing trade; Poultry business; Spice trade; Tea trade

Advertising

See Advertising—Food trade

Directories

See subhead Directories under: Baking trade; Butter trade; Canning trade; Coffee trade; Confectionery trade; Fish trade; Grain trade; Grocery trade; Manufacturers; Packing trade; Spice trade; Tea trade

Footwear. See Shoe trade

Footwear advertising. Borsodi, W. 1910

Forbes, B. C.

Finance, business, and the business of life. 1915 Forbes \$1

Men who are making America. 1917 Forbes, B. C. \$3

Forbes-Lindsay, C. H. A.

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Efficiency, practical lessons in life insurance salesmanship. 1917 Spectator \$1

Practical pointers. 1916 Spectator \$1.50

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Ford methods and Ford shops. Arnold, H. L. 1915 ✓

Forecasting. See Business—Barometers (theory); Business—Condition of; Panics; Speculation

Foreign commercial correspondent. Baker, C. E. 1901

Foreign exchange. See Exchange; Money

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Foreign investments. See Investments—Foreign

Foreign law. See Law—Foreign

Foreign stock exchange practice. Greenwood, W. J. 1911

Foreign trade. See Commerce; Export trade; Import trade

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Forestry business

Chapman, H. H. Forest valuation. 1915

See *also* Commodities of commerce—Uses; Lumber trade; Organization and administration; Sawmills—Directories; *also* subhead Lumber trade under: Accounting; Advertising; Auditing; Collecting of accounts; Cost accounts; Salesmanship; *also* notes on Sources of information under Business

Forgery

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See *also* Counterfeits and counterfeiters; Fraud—Periodicals

Form letters. See under Commercial correspondence the following subheads: Form letters; Form (paragraph) letters

Formosa

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Forms (business). See Business—Practice

Forms (law)

Abbott, B. V. Clerks' and conveyancers' assistant; forms of conveyancing, contracts and legal proceedings, for the use of the legal profession, business men and public officers in the U. S. 3d ed 1911

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See also Law

Forse, W. H.

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Forwarders

See also Export trade—Methods; Organization and administration; *also* notes on Sources of information under Business

Directories

In list under "Directories, Trade, etc." see No. 11, 12, 46, 47, 93, 207, 225

See also subhead Directories under: Express service; Water transportation business

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Foster, H. A.

Electrical engineer's pocket-book. 7th ed 1913 Van Nostrand \$5

Engineering valuation of public utilities and factories. 1912 Van Nostrand \$3

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Banking. 1917 (Alex. Ham. inst. Mod. bus. v. 16) Alex. Ham. inst.

Founder's manual. Payne, D. W. 1917

Foundry trade

See also Commodities of commerce—Uses; Iron and steel trade; Organization and administration; Prices (Market)—Iron and steel; and other subdivisions of Prices (Market); *also* notes on Sources of information under Trades

Accounting

See Accounting—Foundry trade

Cost accounts

See Cost accounts—Foundry trade

Directories

In list under "Directories, Trade, etc." see No. 24, 179, 204, 214

See also subhead Directories under: Iron and steel trade; Machinery trade; Manufacturers; Pattern shops; Smelting trade

Periodicals

See Metal trade—Periodicals

Fourteen methods of operating in the stock market. Magazine of Wall Street. 1918

Fowler, C. E.

Law and business of engineering and contracting. 1909 McGraw \$2.50

Fowler, J. F.

Export merchant. 1916 (Bus. tr. corp. Course in foreign trade, v. 4, pt. 1) Bus. tr. corp. Sold only in set \$55

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Building business. 1893 Oakwood \$3.50
Grasping opportunity. 1917 Sully 75c
How to get and keep a job. 1912 Oakwood \$1.25

How to get your pay raised. 1912 McClurg \$1.25

How to sell. 1915 McClurg \$1

Practical salesmanship. 1912 Little \$1

Starting in life. 1910 Little \$1.50

Fox, I. P., and Forbes, B. A.

One thousand ways and schemes to attract trade. 1912 Spatula \$1

France

Almanach Hachette; petite encyclopédie populaire de la vie pratique; les enseignements de la guerre; petite encyclopédie de la guerre; l'infanterie; l'aviation et l'aéronautique; l'artillerie; le génie; automobiles et convois; l'administration militaire; insignes et grades des armées alliées; histoire illustrée de la guerre; histoire illustrée de l'année; l'impôt sur le revenu; emprunts français et allemand; pensions des veuves, des orphelins, et des mutilés de la guerre; le rationnement des vivres chez l'ennemi; monnaies, mesures, poids; lois de l'année; calendrier; cuisine économique; éphémérides de la guerre; traits de bravoure et de héroïsme des soldats alliés; atrocités des ennemis.

France—*Continued*

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Commissariat des Transports. Mari-
times et de la Marine Marchande,
Paris, France

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(In his Peace and business, 1919, p. 69-
114)

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See also Banks and banking—France;
Index numbers—Statistique général
(France); Law—Foreign; Statistics;
also subheads under Europe

Directories

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Directories—Foreign, with subdivision
for proper continent

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Printing for profit. 1917 Bobbs \$3

Francisco, A. B.

Philosophy of business. 1916 Pool \$1

Frandsen, J. H., and Markham, E. A.

Manufacture of ice creams and ices. 1915
Judd \$2

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(Russell Sage foundation) Charities
\$2.50

Franklin, B. A.

Cost reports for executives as a means
of plant control. 1913 Engineering \$5
Experiences in efficiency. 1915 (Works
management lib.) Engineering \$1

Fraud

Periodicals

Journal of the American bankers associa-
tion. Monthly

See also Counterfeits and counter-
feiters; Forgery; Law

Fraud in accounts. 1910 (Accountant's lib.
v. 30)

Frederick, J. G.

Modern salesmanagement. 1919 Apple-
ton \$2.50

Free trade. *See* Tariff

Free trade, the tariff and reciprocity. Taus-
sig, F. W. 1920

Free trade vs. protection. Eaton, A. M.
1913

Freeman, W. C.

One hundred advertising talks. 1912
Winthrop \$1

Freeman, W. G.

World's commercial products. 1907 Ginn
\$3.50

Freight

See also Forwarders—Directories;
Freight—Rates; Motor trucks (com-
mercial use); Ports; Shipment of
goods; Stowage; Tables, formulae,
etc.; Transportation; Water transpor-
tation business—Rates; Water trans-
portation business—Sailings

Guides

Bullinger's post office, express and freight
guide. In list under "Directories,
Trade, etc." *see* No. 47

See also Maps—Traffic department;
Railroads—Guides

Rates

Getzler's transportation rates; freight,
express, parcel post, passenger, tele-
phone, telegraph from New York,
Philadelphia, Boston to all principal
cities in the U. S. and Canada and
quoting over 300,000 rates to additional
points.

Getzler's transportation rates; freight
rates, express and parcel post rates
from New York, Philadelphia, Boston,
Baltimore, Chicago, St. Louis, Cleve-
land, Detroit; *also* through freight
rates between the cities of the central,
middle and New England states.

Hartman's freight rate service. Freight
rate guide. Annual, with monthly sup-
plements

See also Water transportation busi-
ness—Rates

Rates—Periodicals

International crop report and agricul-
tural statistics. Saturday nearest to
the 20th of the month

Marine news. Monthly

Traffic world; a working tool for traffic
men, both industrial and railroad; a na-
tional journal of important transporta-
tion news; independent as between
carrier and shipper. Saturdays

Transportation. Monthly

See also Water transportation busi-
ness—Periodicals

Freight terminals and trains. Droege, J. A. 1912

French, G.

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Art and science of advertising. 1909 Ronald \$2

How to advertise. 1917 Doubleday \$2

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French Congo

Directories

See lists under Directories—Foreign;
Directories—Foreign, with subdivision
for proper continent

French Guiana. See Latin America; West Indies

French Indo-China

Directories

See lists under Directories—Foreign;
Directories—Foreign, with subdivision
for proper continent

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See also Commercial correspondence—French

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Graham, J. Foreign traders' dictionary of terms and phrases in English, German, French and Spanish; being a comprehensive, systematic and alphabetic vocabulary of commercial and financial terms, titles, articles of trade, and special phrases used in the home, import and export trades, and in financial, shipping and accountancy work

generally, for the use of British firms and commercial students. 1906 (Modern manuals of commerce)

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Scholl, G. Phraseological dictionary of commercial correspondence in the English and French languages. 1911

Smith, F. W. French-English and English-French commercial dictionary of the words and terms used in commercial correspondence which are not given in the dictionaries in ordinary use, compound phrases, idiomatic and technical expressions, etc.

Spiers and Surenné's French and English pronouncing dictionary. 1905

Veitelle, I. de. Mercantile dictionary; a complete vocabulary of the technicalities of commercial correspondence, names of articles of trade, and marine terms, in English, Spanish, and French; with geographical names, business letters, and tables of the abbreviations in common use in the three languages. 1864

Webber, E. Technical dictionary in four languages: English, Italian, French and German.

See also Abbreviations—Foreign

Friedman, E. M.

American problems of reconstruction. 1918 Dutton \$4

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Treatise on guaranty insurance and compensated suretyship. 1909 Little \$6

Fruit trade

Fruiterers. (In Harmsworth business library, v. 6, p. 322-330)

See also Associations—Directories—Agricultural; Canning trade—Directories; Commodities of commerce—Uses; Organization and administration; Prices (Market)—Fruit; Prices (Market)—Fruit—Dried and evaporated; Produce dealers; Statistics—Agriculture; *also* notes on Sources of information under Trades

Accounting

See Accounting—Fruit trade

Advertising

See Advertising—Food trade

Costs

✓ Cost of production of apples in the Payette valley, Idaho; a detailed study of the current cost factors involved in the maintenance of orchards and the handling of the crop on 38 representative bearing orchards, Payette district in Western Idaho. 36p 1918 (U. S. Dept. of agriculture. Bulletin, no. 636) Supt. of doc. 10c

✓ Operating costs of a well-established New York apple orchard. 1914 (U. S. Dept. of agriculture. Bulletin, no. 130) Supt. of doc. 5c

See also Canning trade—Costs; Cost accounts—Farms

Directories

See subhead Directories under: Grocery trade; Manufacturers

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Card, F. W. Bush-fruits. 1917 (Rural science series)

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See also Farm produce—Marketing methods

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Fuentes, V., and Elías, A.

Manual de correspondencia. 1918 (Macmillan Spanish series) Macmillan \$1

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Fur trade—Continued**Directories**

In list under "Directories, Trade, etc."
see No. 84

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Advertising

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Cost accounts

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Directories

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see No. 214

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Directories

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Accounting

See Accounting—Gas companies

Advertising

See Advertising—Gas companies

Auditing

See Auditing—Gas companies

Cost accounts

See Cost accounts—Gas companies

Directories

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American pocket guide book to places of interest in Great Britain and Ireland, with maps; what to see, where to stay, and how to get there; for the use of overseas troops. 186p George Philip and Son, Ltd., 32 Fleet St., London, E. C. 3s 6d

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for proper continent

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See lists under Directories—Foreign;
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points. Getzler \$15

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1918 (Department store merchandise
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See also Associations—Directories—
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—Uses; Organization and administra-
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see No. 14, 189

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turers; Pottery trade

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tery world, China, glass and pottery
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Advertising

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Government publications**Bibliography**

A few of the more important publications have been given in this list under subject. Many departments issue a list (which will be sent on request) of their publications available for distribution. Monthly and annual supplements are sometimes published. Some of these publications may be obtained on application to department or bureau issuing them or through your congressman free of charge. For others a nominal charge is made to cover cost of printing.

Price lists of U. S. government publications may be obtained free from Supt. of doc. These lists briefly describe available books and pamphlets and are revised currently. Each list covers broadly one subject, the price lists at present available are: Alaska; American history and biography; Animal industry; Army and militia; Astronomy; Birds and wild animals; Chemistry; Commerce and manufactures; Education; Engineering and surveying; Farm management; Farmers' bulletins, Agriculture department bulletins, Year-

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Indexes periodicals, pamphlets, reports, government documents, etc., chiefly on business, social and legislative subjects; indexes typewritten material, bibliographies, etc., and furnishes copies at 5c per sheet, single space, plus 10c for each manuscript ordered; notes new organizations and gives advance notice of association meetings; maintains research department.

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Grain trade

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See also Agriculture; Associations—Directories—Agricultural; Commodities of commerce—Uses; Organization and administration; Prices (Market)—Grain; Produce exchanges; Speculation—Agricultural products; Statistics—Agriculture; also subheads under Farm produce; also notes on Sources of information under Trades

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See Accounting—Grain trade

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Theory of accounts. (In Amer. sch. of cor. Cyc. of commerce, etc., 1910, v. 4, p. 11-118; also in Amer. sch. of cor. Cyc. of practical accounting, 1917, v. 1, p. 11-118)

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Trustees' and executors' accounts. (In Amer. sch. of cor. Cyc. of commerce, etc., 1910, v. 5, p. 163-194)

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Beeching, C. L. T. Grocery business, organization and management

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See also Associations—Directories—Grocery trade; Chain stores; Commodities of commerce—Uses; Organization and administration; Prices (Market)—Groceries; and other subdivisions of Prices (Market); *also* subheads under Retail stores; *also* notes on Sources of information under Trades

Accounting

See Accounting—Grocery trade (retail)

Advertising

See under Advertising the following subheads: Food trade; Grocery trade; Retail stores

Commercial correspondence

See Commercial correspondence—Grocery trade

Cost accounts

See Cost accounts—Grocery trade

Grocery trade—*Continued*

Costs

Harvard university—Graduate school of business administration—Bureau of business research. Expenses in operating retail grocery stores. 1915 (Bulletin, no. 5)

— Operating expenses in the wholesale grocery business. 1917 (Bulletin, no. 9)

Directories

In list under "Directories, Trade, etc." see No. 219, 223, 229

See also Associations—Directories—Grocery trade; Jobbing, commission business, etc.—Directories—Grocery trade; also subhead Directories under: Canning trade; Coffee trade; Manufacturers; Spice trade; Tea trade

Encyclopedias and dictionaries

See under Encyclopedias and dictionaries the following subheads: Coffee trade; Commodities of commerce; Tea trade

Periodicals

Bulletin of the national wholesale grocers' association of the United States. Monthly

Journal of commerce and commercial bulletin. Daily except Sundays and holidays

Retail grocers' advocate. (Retail) Fridays

Tea and coffee trade journal. (also Retail) Monthly

Salesmanship

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Gross, F. L.

Law of real estate brokers. 1910 Ronald \$5

Group insurance. See Insurance—Group

Grunsky, C. E., and Grunsky, C. E., jr.

Valuation, depreciation and the rate-base. 1917 Wiley \$4

Guadeloupe

See Latin America; West Indies

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Guaranties and securities. See Insurance—Surety and fidelity; Law

Guatemala

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Guenther, L.

Investment and speculation. 1916 La Salle \$2

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Directories

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Guide books

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Series of guide books for the U. S.; Canada; Alps, Eastern; Austria-Hungary, Dalmatia and Bosnia; Belgium and Holland; Berlin and its environs; Egypt; France, Northern; France, Southern; Germany, Northern; Germany, Southern; Germany, Rhine; Great Britain; Greece; Italy, Northern; Italy, Central and Rome; Italy, Southern, Sicily; Italy from the Alps to Naples; London and its environs; Mediterranean, seaports and sea routes; Norway, Sweden and Denmark; Palestine and Syria; Paris and its environs; Russia; Spain and Portugal; Switzerland.

Brown, A. S. Guide to South Africa, for the use of tourists, sportsmen, invalids and settlers, with coloured maps, plans and diagrams. Annual

Davies, A. E. Pitman's guide to business customs and practice on the continent. 1908

Gibb's travelers' route and reference book of the U. S. and Canada (map edition), for the use of commercial travelers, merchants and others; containing outline maps of the different states, and provinces of Canada, showing the most direct routes for reaching the principal cities and towns, together with mileage between towns; also nine long-distance maps for the use of those who do not wish to stop at towns of less than 10,000 population. 1909

Harrison, C. W. Illustrated guide to the Federated Malay States.

Leahy's hotel guide and railway distance maps of America. Semi-annual

Muirhead, F. London and its environs. 1918 (Blue guides)

Murray, J., pubs. Handbook for travellers in India, Burma and Ceylon; including the provinces of Bengal, Bom-

Guide books—Continued

bay and Madras; the Punjab; North-west Provinces; Rajputana; Central Provinces; Mysore, etc.; the native states, Assam and Cashmere. 1913

Official automobile blue book; Covers all parts of the U. S. and southern Canada. Every motor road complete; directions at every fork and turn, with mileage; points of local interest; state motor laws; hotel and garage accommodations; ferry and steamship schedules and rates; sketch maps showing principal streets and points of interest included for more important cities. 11v Annual

Official guide to Eastern Asia; transcontinental connections between Europe and Asia. 5v 1913-1917

Petersson, C. E. W. General information for travellers. (In his *How to do business with Russia*, 1917, p. 187-195)

Sargent, P. E. Handbook of New England. Annual

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See also Directories—Foreign; Gazetteers; and under name of specific country and continent

Bibliography

Foreign countries; a list of books on foreign countries. Newark, N. J. Free public library, M. L. Prevost, comp. 25p 1918 U. S. Shipping Board, Washington, D. C.

List of guide books is attached to the entry for each country and state.

Stateman's year book. Macmillan \$6.50

List of statistical and other books of reference, including guide books, is attached to the entry for each country and state. Practically all countries are included.

See also subhead Bibliography under name of specific country and continent

Guide to the study of accounting. Racine, S. F. 1914

Guinea**Directories**

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Gulick, L. H.

Efficient life. 1913 Doubleday \$1.20

Mind and work. 1908 Doubleday \$1.20

Gurley, W., and Gurley, L. E.

Handbook for the use of sealers of weights and measures. 1912 Gurley 50c

Guthrie, E. S.

Book of butter. 1918 (Rural text-book series) Macmillan \$1.75

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Petrol and petroleum spirits. 1918 Arnold \$3.40

Gypsum trade

See also Building material trade; Commodities of commerce—Uses; Organization and administration; Prices (Market)—Building materials; *also* notes on Sources of information under Trades

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See also subhead Directories under: Manufacturers; Mines and mining; Quarries

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National championship displays of haberdashery and clothing. Haberdasher \$1 Showcard writing system. 1916 Haberdasher \$1

Haberdashery trade. *See* Clothing trade; Hat trade; Men's furnishing goods trade

Hagar, H. A.

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Mercantile credit. 1913 Holt \$2

Hague, G.

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Haines, H. S.

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Haiti

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- Hammond, H. W., and Herzberg, M. J.**
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- Handbooks** on Canada, Australia, New Zealand, and South Africa. 1914 Harrison 2s
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- Accounting**
See Accounting—Hardware trade
- Advertising**
See Advertising—Hardware trade
- Collecting of accounts**
See Collecting of accounts—Hardware trade

Hardware trade—Continued**Cost accounts**

See Cost accounts—Hardware trade

Credits

See Credits—Hardware trade

Directories

In list under "Directories, Trade, etc."
see No. 24, 91, 146, 221

See also Associations—Directories—
Hardware trade; Jobbing, commission
business, etc.—Directories—Hardware
trade; also subhead Directories under:
Electrical supply trade; Manufacturers

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Hardware dealers' magazine. (Retail)
Monthly

Southern hardware and implement jour-
nal; a publication devoted to the in-
terests of manufacturers and distribu-
tors of hardware, mill supplies and
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Periodicals

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- v 3 Importing and marketing. T. S. Sheldrake.
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- v 5 Advertising and publicity. T. Russell.
- v 6 Encyclopedia of retail trading. A—F. W.
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- v 7 Encyclopedia of retail trading. G—W.
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- v 9 Encyclopedia of commercial law, A—E. R.
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- v 10 Encyclopedia of commercial law, F—W.
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Leather—Harness; and other subdivi-
sions of Prices (Market); also notes on
Sources of information under Trades

Directories

In list under "Directories, Trade, etc."
see No. 110, 211

See also Jobbing, commission busi-
ness, etc.—Directories—Harness trade;
also subhead Directories under: Leather
trade; Manufacturers

Periodicals

Harness gazette; devoted to the interests
of harness makers throughout the
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Harper, A.

Theory of American values. 1914 Wil-
son, E. 3s 6d

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Essentials in journalism. 1912 Ginn \$1.75

Harris, E. P.

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States. Malay States Information
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\$24, including monthly supplements

Hartness, J.

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1912 McGraw \$1.50

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✓ Depreciation in the retail shoe business.
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✓ Harvard system of accounts for retail grocers. 1915 (Bulletin, no. 3) Harvard 50c

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Mills, D. C. Twentieth century hat factory. 1910-11

See also Associations—Directories—Hat trade; Clothing trade; Commodities of commerce—Uses; Men's furnishing goods trade; Millinery trade; Organization and administration; Prices (Market), with subdivisions; Statistics—Manufactures; also notes on Sources of information under Trades

Advertising

See Advertising—Hat trade

Bibliography

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Directories

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Periodicals

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Hathaway, C. E., and Griffith, J. B.

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Health resorts

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See also subhead Directories under: Hotels; Sanitariums

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See also Commodities of commerce—Uses; Organization and administration; Prices (Market)—Hemp, jute and rope; Textile trade; also notes on Sources of information under Trades

Directories

In list under "Directories, Trade, etc." see No. 65, 68

See also subhead Directories under: Burlap trade; Cordage trade; Fiber trade; Jute trade; Manufacturers

Marketing methods

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Periodicals

See Textile trade—Periodicals

Henderson, C. R.

Citizens in industry. 1915 Appleton \$1.50
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Henry, G. G.

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tice. 1912 Drake \$1

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culture

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See also Clothing trade; Commodi-
ties of commerce—Uses; Men's fur-
nishing goods trade; Organization and

administration; Prices (Market), with
subdivisions; Statistics—Manufactures;
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of information under Trades

Directories

In list under "Directories, Trade, etc."
see No. 10, 66, 205

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Clothing trade; Knit goods trade;
Manufacturers; Men's furnishing goods
trade; Underwear trade

Periodicals

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Accounting; Cost accounts

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business English. 12v 1916

Hotchkiss, G. B., and Drew, C. A.

Business English. 1916 Amer. bk. \$1.08

Hotchkiss, G. B., and Kilduff, E. J.

Handbook of business English. 1917
Univ. bk. store \$1

Hotels

See also Advertising—Restaurant
business; Organization and administra-
tion; Prices (Market), with subdivi-
sions; Restaurant business; also sub-

Hotels—Continued

head Hotels under: Accounting; Advertising; Auditing; Cost accounts; *also* notes on Sources of information under Trades

Directories

In list under "Directories, Trade, etc." see No. 23, 169, 238

Gibb's travelers' route and reference book of the U. S. and Canada (map edition), for the use of commercial travelers, merchants and others; containing outline maps of the different states, and provinces of Canada, showing the most direct routes for reaching the principal cities and towns, together with mileage between towns; also nine long-distance maps for the use of those who do not wish to stop at towns of less than 10,000 population. 1909

Leahy's hotel guide and railway distance maps of America. Semi-annual

Hough, B. O.

Elementary lessons in exporting. 1909
Johnston exp. \$3

Ocean traffic and trade. 1914 LaSalle \$3

Practical exporting. 1919 Johnston exp. \$5

Hours of labor. See Efficiency—Industrial; Employees; Factories—Organization and administration; Law—Labor; Safety methods; Wages

House furnishings advertising. Borsodi, W. 1910

House manuals

Business training corporation. Instructions for the team. (In its Course in modern production methods, 1919, v. 6, p. 83-96)

Dartnell corporation. Executive's reference manuals and charts that prevent overlapping of work by different departments. (Special report, no. 21) \$1

— Standardizing the sales story. (In its Survey of modern sales management practices, 1918, ch. 5)

— Vest pocket and handy sales manuals for salesmen and dealer's clerks. (Special report, no. 15) \$1.50

Dartnell monthly sales service. Dartnell Corporation, 223 W. Jackson Boulevard, Chicago \$12 a month

Comprises:—Weekly news bulletin for salesmen; Bi-weekly confidential letter (to be filed in binder in following groups): Advertising, Mailing lists, Contests, Conventions, Sales man-

uals, Bulletins, Market data, Handling salesmen, Salesman's compensation, Sales stimulations, Organization, Routine short cuts, Articles, Books; Monthly "better salesmanship" cartoon for salesmen; Monthly report on timely sales management problems.

Subscribers are entitled to use the corporation's general data files and to receive copies of all standard manuals issued. (For list of manuals issued to date see under Aspley, J.C.)

Galloway, L. Office manuals. (In his Office management, 1918, p. 637-654)

Lewis, E. S. Sales manual. (In his Getting the most out of business, 1915, p. 250-259)

Office manual, including policy book and standard practice instructions. (Supplementary to Leffingwell, W. H. Scientific office management, 1917)

Parsons, C. C. Rules and regulations. (In his Office organization and management, 1917, p. 60-89)

Schulze, J. W. Office manual. (In his Office administration, 1919, p. 48-74)

— Office manuals. (In his American office, 1914, p. 368-384)

See also Business—Training employees in; Executive methods and policies; Shop rules

House organs

Basford, H. M. House organ advertising for printers. (In his How to advertise printing, 1915, p. 21-30)

— Is a house organ good advertising? (In his How to sell printing, 1916, p. 70-79)

Bird, T. A. Store papers. (In his Sales plans, 1906, p. 98-115)

Business training corporation. "Hows" of the house organ. (In its Course in business English, 1916, v. 10, p. 114-129)

Clifford, W. G. How to issue a house organ. (In his Building your business by mail, 1914, p. 194-224)

Dartnell corporation. Bulletins, house organs, and special plans for building esprit de corps and stimulating sales and factory workers, to greater effort. (Including list of salesman's house organs published by various organizations). (Special report, no. 25) \$1.50

Garrett, A. T. How to plan and edit a house organ. (In Sales promotion by mail, 1916, p. 309-329)

How to use a house organ. (In Advertising and service, 1918, p. 154-162)

House organs—Continued

Lewis, E. S. House organ as applied to financial advertising. (In his *Financial advertising*, 1908, p. 392-420)

MacGregor, T. D. Booklets and house organs. (In his *Pushing your business*, 1909, p. 29-41)

McJohnston, H. Making a store paper pay. (In *Advertising*, 1914, p. 97-106)

Ramsay, R. E. Effective house organs; the principles and practice of editing and publishing successful house organs. 1920

Sort of house organs that pay big dividends. (In *More sales through advertising*, 1919, p. 173-192)

Wilson, G. F. House organ—how to make it produce results. 1915

See also Advertising; Advertising—Technique; English language; Newspaper business; Style books

Directories

Dartnell corporation. Bulletins, house organs, and special plans for building esprit de corps and stimulating sales and factory workers to greater effort. (Including list of salesman's house organs published by various organizations). (Special report, no. 25) \$1.50

House organs of the U. S. and Canada. 1918 Printer's Ink, 185 Madison Ave., N. Y. 25c

Periodicals

Direct advertising; and sample book of standard mill-brand papers. Quarterly Postage. Monthly

Housefurnishings trade

House furnishers. (In *Harmsworth business library*, v. 7, p. 64-71)

Hutchinson, E. L. Housefurnishings department; kitchenware and laundry equipment. 1918 (Department store merchandise manuals)

See also Carpet trade; Commodities of commerce—Uses; Glass trade; Organization and administration; Pottery trade; Prices (Market), with subdivisions; *also* subhead House furnishings trade under: Advertising; Salesmanship; *also* notes on Sources of information under Trades

Directories

See subhead Directories under: Awning trade; Carpet trade; Cutlery trade;

Furniture trade; Glass trade; Hardware trade; Mattress trade; Pottery trade; Sewing machine trade; Stove trade; Upholstery trade; Window shade trade

How department stores are carried on. Phillips, W. B. 1905

How Germany does business. Gourvitch, P. P. 1917

How money is made in security investments. Hall, H. 1911

How scientific management is applied. 2d ed 1911 (System "How-books") Shaw Free with 16 months' subs. to System.

How to advertise. French, G. 1917

How to advertise a retail store. Edgar, A. E. 1913

How to advertise printing. Basford, H. M. 1915

How to analyze industrial securities. Collier, C. 1917

How to analyze railroad reports. Moody, J. 1912

How to be a good salesman. Quinn, F. O. 1909

How to be a private secretary. Cody, S. 1913

How to be personally efficient in business. 1915 (System "How-books") Shaw Free with 16 months' subs. to System. (Also pub. under the title: How to systematize the day's work.)

How to become a commercial traveler. Grieve, E. B. 1903

How to become a private secretary. Rose, R. F. 1917

How to become a private secretary. Sheppard, A. 1903

How to build mental power. Kleiser, G. 1917

How to buy and sell real estate at a profit. Carney, W. A. 1905

How to buy life insurance. "P., Q." 1906

How to collect money by mail. 1913 (System "How-books") Shaw Free with 16 months' subs. to System.

How to conduct a successful shoe trade. Garrison, C. L. 1908

How to conduct the real estate, insurance and general brokerage business. Gahagen, W. R. 1916

How to deal with human nature in business. Cody, S. 1915

- How to develop power and personality in speaking.** Kleiser, G. 1909
- How to develop self confidence in speech and manner.** Kleiser, G. 1910
- How to do business.** Eaton, S. 1896
- How to do business by letter.** Cody, S. 1908
- How to do business with Russia.** Peters-son, C. E. W. 1917
- How to do more business.** Mares, G. C. 1910
- How to double the day's work.** Lennen, P. W. 1909
- How to find factory costs.** Thompson, C. B. 1916
- How to find manufacturing costs and sell- ing costs.** Unckless, L. 1909
- How to forecast business and investment conditions.** Crowell, F. 1911
- How to get a position and how to keep it.** Hall, S. R. 1908
- How to get and keep a job.** Fowler, N. C., jr. 1912
- How to get workmen.** Worman, H. A. 1913
- How to get your pay raised.** Fowler, N. C., jr. 1912
- How to handle and develop your own busi- ness.** 1918 Shaw \$1.35
- How to increase a bank's deposits.** 1910 (System "How-books") System Free with 16 months' subs. to System.
- How to increase your sales.** 1910 (System's "How-books") System Free with 16 months' subscription to System.
- How to invest money.** Henry, G. G. 1908
- How to invest money wisely.** Moody, J. 1912
- How to invest when prices are rising.** Fisher, I. 1912
- How to know your profits.** Herkenhoff, J. 1917
- How to learn easily.** Dearborn, G. V. 1916
- How to make and use graphic charts.** Has- kell, A. C. 1919
- How to make money in the printing busi- ness.** Nathan, P. 1900
- How to make the business pay.** Seabrook, E. L. 1916
- How to manage an office.** 1914 (System "How-books") Shaw Free with 16 months' subs. to System.
- How to organize and equip a modern bank.** U. S. bank note co. 1913
- How to persuade and convince.** Bean, B. C. 1913
- How to read the financial page.** Browne, S. 1918
- How to reduce factory costs.** 1910 (Sys- tem "How-books") System Free with 16 months' subs. to System.
- How to reduce selling costs.** Derrick, P. E. 1917
- How to run a retail automobile business at a profit.** 1918 Shaw \$2.50
- How to run a retail lumber business at a profit.** 1917 Shaw \$2.50
- How to run a store at a profit.** 1913 (Sys- tem "How-books") Shaw Free with 16 months' subs. to System.
- How to run a wholesale business at a profit.** 1918 Shaw \$2.50
- How to select investments.** Lownhaupt, F. 1918
- How to sell.** Fowler, N. C., jr. 1915
- How to sell electrical labor-saving appli- ances.** Electrical merchandising. 1918
- How to sell hardware.** Soule, R. F. 1913
- How to sell more goods.** Barrett, H. J. 1918
- How to sell property.** Fuess, C. J. 1914
- How to systematize your factory.** Coap- man, J. 1913
- How to teach business correspondence.** Barnes, N. W. 1916
- How to work insurance agencies.** Cook, J. T. 1909
- How to write a business letter.** Wiers, C. R. 1911
- How to write business letters.** Smart, W. K. 1916
- How to write letters that win.** See Smart, W. K. How to write business letters.
- How we think.** Dewey, J. 1910
- Howard, E. D.**
Money and banking. 1910 (Alex. Ham. inst. Mod. bus. v. 5) Alex. Ham. inst.
- Howarth, O. J. R.**
Commercial geography of the world. 1913 Oxford 60c
- Hoxie, R. F.**
Scientific management and labor. 1915 Appleton \$1.50
Trade unionism in the U. S. 1917 Apple- ton \$2.50
- Hoyt, C. W.**
Scientific sales management. 1913 Wool- son \$2

Hoyt, W. D.

Partnership-corporation insurance as business protection. 1914 Insurance \$2

Hubbard, W. D., and Kiersted, W.

Water-works management and maintenance. 1907 Wiley \$3.50

Hudders, E. R.

Indexing and filing. 1916 Ronald \$4

Hudson, R. G.

Engineers' manual. 1917 Wiley \$2

Huebner, G. G.

Agricultural commerce; the organization of Amer. commerce in agricultural commodities. 1915 Appleton \$2

Huebner, S. S.

Life insurance. 1915 Appleton \$2

Property insurance. 1911 Appleton \$2

Huff, C. L.

Talks on real salesmanship. 1912 Huff \$1

Huffcut, E. W.

Elements of business law. 1917 Ginn \$1.12

Hughes, C. H.

Handbook of ship calculations. 1918 Appleton \$5

Hull, A. M.

Practical plans for getting new business. 1916 Retail \$1

Hull, W. H.

Practical problems in banking and currency. 1907 Macmillan \$3.50

Human efficiency. Dresser, H. W. 1912

Human factor in works management. Hartness, J. 1912

Human machine and industrial efficiency. Lee, F. S. 1919

Human nature in business. Kelly, F. C. 1920

Human nature in selling goods. Collins, J. H. 1909

Human side of business. Peirce, F. 1917

Humphreys, A. C.

Lecture notes on some of the business features of engineering practice. 1905 Stevens inst. \$2.50

Hungary

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Hunter, J. A.

Wool from the raw material to the finished product. 1912 Pitman 1s 6d

Hurley, E. N.

Awakening of business. 1916 Doubleday \$2

Hurst, A. E., and Nowak, C. J.

Hardware show card writing. 1913 Williams \$2

Hurt, J. M.

Dividend law and some of its applications. 1909-1910. Hurtt \$2.50

Hutchinson, E. L.

Housefurnishings department. 1918 (Department store merchandise manuals, Ronald \$1.50

Hutchinson, W. B., and Criswell, J. A. E.

Patents and how to make money out of them. 1899 Van Nostrand \$1.25

Hutton, J. E.

Welfare and housing. 1918 Longmans \$1.50

Hyans, E. M.

Theory of accounts for accountant students. 1909 Universal \$5

Hyde, G. M.

Newspaper editing. 1915 Appleton \$1.50
Newspaper reporting and correspondence. 1912 Appleton \$1.50

I

Ice cream business

Frandsen, J. H. Manufacture of ice creams and ices. 1915

See also Commodities of commerce—Uses; Confectionery trade; Organization and administration; also notes on Sources of information under Trades

Directories

See subhead Directories under: Confectionery trade; Manufacturers

Ice trade

See also Commodities of commerce—Uses; Organization and administration; Statistics—Manufactures; also notes on Sources of information under Trades

Accounting

See Accounting—Ice trade

Bibliography

University of Wisconsin library school, Madison, Wis. Ice industry; a contribution to a bibliography. 24p 1918

Ice trade—Bibliography—*Continued*
(Typewritten, \$1.20; obtained only
through P.A.I.S.)

Directories

In list under "Directories, Trade, etc."
see No. 114

See Refrigeration trade—Directories

Ignatius, M. B.

Financing of public service corporations.
1918 Ronald \$5

Illinois Dept. of public welfare

Revised accounting methods for Illinois
state charitable and penal institutions.
1918

Imagination in business. Deland, L. F.
1909

Import trade

Heelis, F. Imports; Customs formalities. (English practice) (In his Pitman's theory and practice of commerce, v. 2, p. 370-397)

Hooper, F. Importation of goods. (English practice) (In his Import and export trade, 1910, p. 114-139)

Savay, N. Importing and the importer; Technicalities of importing. (In his Principles of foreign trade, 1919, p. 101-110; 259-266)

Stern, C. W. Importing; with special attention to customs requirements. 1916 (Bus. tr. corp. Course in foreign trade, v. 11)

See also Commerce; Commodities of Commerce; Export trade; Organization and administration; Statistics—Commerce; Tariff—Rates; also notes on Sources of information under Trades

Directories

In list under "Directories, Trade, etc."
see No. 30, 65, 117, 127, 145, 163, 189

See also subhead Directories under:
Export trade; Jobbing, commission business, etc.

Important federal laws. Lapp, J. A. 1917

Income. See Salaries; Wages; Wealth

Income and federal tax reports. Conlin, J. A. 1918

Income tax. See Accounting—Income tax; Law—Internal revenue; Taxation—Decisions and interpretations; Taxation—U. S.

Income tax law and accounting. Nelson, G. N. 1918

Increasing human efficiency in business.
Scott, W. D. 1913

Index numbers

Annalist

Wholesale prices of food cost of living, 1913-date. Weekly index number. Issued weekly. Appears in each issue of the Annalist showing weekly index number for past three years, annual number 1913-date; also number for 1890 and 1896. Appears also in Commerce and finance, each issue; Labour gazette (Canada), irregularly; Monthly labor review for Mch., Je., Sept., Dec. (For publisher, price, etc., of these periodicals see under "Periodicals")

Babson

Appears in Commerce and finance, each issue. (For publisher, price, etc., see under "Periodicals")

Bachi (Italy)

Appears in Labour gazette (Canada), irregularly; Federal reserve bulletin, each issue since Jan. 1920. (For publisher, price, etc., of these periodicals see under "Periodicals")

Board of trade (Great Britain)

Appears in Labour gazette (Canada), irregularly. (For publisher, price, etc., see under "Periodicals") Also, from 1871-1907, in Webb, A. D. New dictionary of statistics, 1911, under Prices.

Bradstreet

Weekly food index, 31 foodstuffs, 1917-date. Weekly index number. Issued weekly. Appears in each issue of Bradstreet's. Appears also in Commerce and finance, each issue. (For publisher, price, etc., of these periodicals see under "Periodicals")

Wholesale prices of commodities, 1892-date. Monthly index number. Issued monthly. Appears in second issue of the month in Bradstreet's. Each issue gives index number for past 6 months. Appears also in Commerce and finance, each issue; Steel and metal digest, each issue; Monthly labor review for Mch., Je., Sept., Dec.; Labour gazette (Canada), irregularly. (For publisher, price, etc., of these periodicals see under "Periodicals")

Index numbers—*Continued***Brookmire**

Basic commodity prices, 1913-date. Annual index number. Issued annually. Appears in Brookmire's trade bulletin in Jan. (For publisher, etc., see list in this book under "Services")

**Bureau of census and statistics
(Australia)**

Appears in Labour gazette (Canada), irregularly; Monthly labor review for Mch., Je., Sept., Dec. (For publisher, price, etc., of these periodicals see under "Periodicals")

Department of labour (Canada)

Cost per week of family budget, 1900-date. Annual index number, 1900-date; quarterly index number, 1914-1917; monthly index number, 1918-date. Issued monthly. Appears in each issue of Labour gazette (Canada). (For publisher, price, etc., see under "Periodicals") Tables giving all numbers for food budget, 1900-date, "Course of retail prices of foods and groceries in Canada, the United Kingdom and certain other countries", appear in each issue since Nov. 1919; previous to Nov., irregularly.

Wholesale prices by groups of commodities, 1890-date. Monthly index number. Issued monthly. Appears in each issue of Labour gazette (Canada) with comparisons with index number for previous month and same month each year, 1913-date. Appears also in Bradstreet's, second issue of the month; Monetary times, one issue each month; Federal reserve bulletin, each issue since Jan. 1920. (For publisher, price, etc., of these periodicals see under "Periodicals")

Wholesale prices in Canada and the United Kingdom and certain other countries, 1890-date. Annual index number, 1890-date; quarterly index number, 1914-1917; monthly index number, 1918-date. Issued monthly. Appears in each issue of Labour gazette (Canada). All figures 1890-date appear in issues for Dec. 1919 and Jan. 1920. Appears also in Monthly labor review for Mch., Je., Sept., Dec. (For publisher, price, etc., of these periodicals see under "Periodicals")

Dun

Wholesale prices of commodities, 1860-date. Annual index number, 1860-date; monthly index number, 1898-date. Issued monthly. Appears in issue for 10th of month, or first subsequent issue, of Dun's Review. Each issue gives monthly index number for past 3 years. Separate index numbers are also given for the heads: Bread-stuffs, Meat, Dairy and garden, Other food, Clothing, Metals, Miscellaneous. Appears also in Commerce and finance, each issue; Steel and metal digest, each issue; Labour gazette (Canada), irregularly; Monthly labor review for Mch., Je., Sept., Dec. (For publisher, price, etc., of these periodicals see under "Periodicals")

Economist

Wholesale prices, 45 selected commodities, 1869-date. Monthly index number. Issued monthly. Appears in first or second issue of the month in the Economist. All figures for year appear in annual "Commercial History Review" published with the third Feb. issue of Economist; review of entire history in issue of Feb. 15th, 1919. Appears also in Bradstreet's, second issue of the month; Commerce and finance, each issue; Labour gazette (Canada), irregularly; Monthly labor review for Mch., Je., Sept., Dec. (For publisher, price, etc., of these periodicals see under "Periodicals"). Also, from 1898-1909, in Webb, A. D. New dictionary of statistics, 1911, under Prices.

Federal reserve

Physical volume of trade, Jan. 1919-date. Monthly index number. First tables appeared in Jan. 1919 issue of Federal reserve bulletin. Supplemented in most issues of the Bulletin. (For publisher, price, etc., see under "Periodicals")

France

See Index numbers—Statistique général (France)

Germany

Agricultural produce. Annual index number. 1900-1907. (In Webb, A. D. New dictionary of statistics, 1911, under Prices)

Index numbers—Continued

Gibson

Gibson index number (foodstuffs), 1890-date. Weekly index number. Issued weekly. Appears in Weekly market letter as part of Market letter service, Thomas Gibson, 29 Broadway, N. Y., subs. \$75. Each issue gives yearly number 1890-date and monthly number 1909-date. Appears also in Labour gazette (Canada), irregularly; Monthly labor review for Mch., Je., Sept., Dec. (For publisher, price, etc., see under "Periodicals")

Japan

Certain articles. Annual index number. 1900-1906. (In Webb, A. D. New dictionary of statistics, 1911, under Prices)

Japan (Bank of)

Appears in Labour gazette (Canada), irregularly. (For publisher, price, etc., see under "Periodicals")

Ministry of labour (Great Britain)

Percentage increase in retail prices of food in the various countries as compared with July 1914. Monthly index number. Issued monthly. Appears in each issue Labour gazette. (For publisher, price, etc., see under "Periodicals")

New South Wales monthly statistical bulletin

Appears in Monthly labor review for Mch., Je., Sept., Dec. (For publisher, price, etc., see under "Periodicals")

New Zealand

Necessary foods. Annual index number. 1895-1907. (In Webb, A. D. New dictionary of statistics, 1911, under Prices)

Oriental economist (Tokyo)

Appears in Commerce and finance, each issue; Bradstreet's second issue of the month. (For publisher, price, etc., of these periodicals see under "Periodicals")

Sauerbeck

See Index numbers—Statist (continuing Sauerbeck)

Statist (continuing Sauerbeck)

Wholesale prices of commodities, 1846-date (also for years 1809, 1810, 1818).

Annual index number, 1846-date; monthly index number, 1914-date. Issued monthly. Appears in second issue of the month in Statist. Issue of Jan. 10th 1920 gives all figures to Dec. 1919. Separate index numbers are also given for the heads: Vegetable food, Animal food, Sugar, coffee and tea, Foodstuffs, Minerals, Textiles, Sundries, Materials. Appears also in Bradstreet's, second issue of the month; Commerce and finance, each issue; Federal reserve bulletin, each issue since Jan. 1920; Labour gazette (Canada), irregularly; Monthly labor review for Mch., Je. Sept., Dec. (For publisher, price, etc., of these periodicals see under "Periodicals".) Also from 1897-1908, in Webb, A. D. New dictionary of statistics, 1911, under Prices.

Statistique générale (France)

Appears in Labour gazette (Canada), irregularly. Monthly labor review for Mch., Je., Sept., Dec.; Federal reserve bulletin, each issue since Jan. 1920. (For publisher, price, etc., of these periodicals see under "Periodicals") Also from 1891-1908, in Webb, A. D. New dictionary of statistics, 1911, under Prices.

Sweden (official)

Appears in Labour gazette (Canada), irregularly; Federal reserve bulletin, each issue since Jan. 1920. (For publisher, price, etc., of these periodicals see under "Periodicals")

U. S. Bureau of labor statistics

Index numbers of employment and pay roll. (In Monthly labor review, May 1919, p. 185-187) Gives variation in number of persons employed and in pay roll totals in 13 industries by months from Jan. 1915 to Mch. 1919. (For publisher, price, etc., see under "Periodicals")

Relative retail prices of food in the U. S., Jan. 1913 to June 1919. Annual and monthly index number, Jan. 1913-Je. 1919. (In Monthly labor review, August 1919, p. 90-91. For publisher, price, etc., see under "Periodicals")

Retail prices of coal, 1907-date. Semi-annual index number. Issued semi-annually. Appears in Mch. and Sept.

Index numbers—U. S. Bureau of labor statistics—*Continued*

issues of Monthly labor review. Issue for Mch. 1918 gives index number 1907-1918. Subsequent issues give 1913 to date. (For publisher, price, etc., see under "Periodicals")

Retail prices of food; new series, 1907-date. Annual index number, 1907-1916, monthly index number, 1912-1916. Appears in "Retail prices", Bulletin U. S. Bureau of labor statistics, annual (Retail prices and cost of living series). Supt. of doc. 30c. Supplemented 1913 to date, in most cases by monthly index number, in Jan., Apr., Jl., Oct. issues of Monthly labor review. (For publisher, price, etc., see under "Periodicals".) An earlier series of index number on a different basis, 1890-1913 appears in "Retail prices, 1890 to December, 1913", Bulletin 140 of this Bureau. Supt. of doc. 20c

Retail prices of food; old series, 1890-1913. Annual index number, 1890-1913; monthly index number, 1911-1913. Appears in "Retail prices, 1890 to December, 1913", Bulletin 140, U. S. Bureau of labor statistics (Retail prices and cost of living series). Supt. of doc. 20c. Also, from 1897-1907, in Webb, A. D. New dictionary of statistics, 1911, under Prices. Another series of index number on a different basis, 1907-date, appears in "Retail prices", Bulletin U. S. Bureau of labor statistics, annual (Retail prices and cost of living series). Supt. of doc. 30c. Supplemented, 1913 to date, in the Jan., Apr., Jl., and Oct. issues of Monthly labor review. (For publisher, price, etc., see under "Periodicals")

Union wage scales, 1907-date. Annual index number. Issued annually. Appears in "Union scale of wages and hours of labor", Bulletin U. S. Bureau of labor statistics (Wages and hours of labor series). Issued annually, date varies. Each issue includes all index numbers to date. Supt. of doc. 25c.

Wholesale prices in U. S. and foreign countries, 1890-date. Annual index number, 1890-date; monthly index number, 1914-date. Issued quarterly. Appears in Monthly labor review, Mch., Je., Sept., Dec., each issue giving all figures to date. Appears also in Labour ga-

zette (Canada), irregularly. (For publisher, price, etc., of these periodicals see under "Periodicals")

Wholesale prices of groups of articles, 1890-date. Annual index number, 1890-date; quarterly index number, 1913-1918; monthly index number, 1917-date. Issued monthly. Appears in each issue of Monthly labor review. Issue for Sept. 1919 gives annual index number 1890-1918, quarterly index number 1914-1916, monthly index number 1917-1919 (Je.). Subsequent issues give quarterly number, 1913-1916, monthly number 1917-date; Jan. 1920 issue gives annual number 1913-date, monthly number for Nov. and Oct. only. Appears also in Federal reserve bulletin, each issue. (For publisher, price, etc., of these periodicals see under "Periodicals") Also, from 1897-1907, in Webb, A. D. New dictionary of statistics, 1911, under Prices.

War industries board—Price section

International price comparisons, 1913-1918. Annual, quarterly and monthly index numbers, 1913-1918. Compare prices in the U. S. with those in Argentina, Australia, Austria (1913-1915), Denmark, England, France, Germany (1913-1915), India, Italy, Japan, Norway, Russia, Sweden. Appear in Mitchell, W. C. International price comparisons.

Wood, G. H. (Royal statistical society)

Quinquennial index number, 1850-1907. (In Webb, A. D. New dictionary of statistics, 1911, under Prices)

Index numbers (theory)

Burton, T. E. Century of prices; an examination of economic and financial conditions as reflected in prices, money rates, etc., during the past 100 years, with a view to establishing general principles which may aid in interpreting the present and future. 1919

Fisher, I. Best index numbers of purchasing power. (In his Purchasing power of money, 1911, p. 198-233)

Index numbers of wholesale prices in the U. S. and foreign countries. 329p 1915 (U. S. Bureau of labor statistics. Bulletin, no. 173) Supt. of doc. Price on application

Index numbers (theory)—*Continued*

Mitchell, W. C. Index numbers. (In Copeland, M. T. Business statistics, 1917, p. 52-97)

Norton, J. P. Report on a new method of compiling index numbers on the Sauerbeck selection of commodities modified with the Dun system of weighting. (In Gibson, T. Thomas Gibson's special market letters, 1910, p. 50-73)

See also Business—Barometers (theory); Business—Condition of; Prices

Bibliography

Brief list of recent references on index numbers. 3p 1919 (U. S. Library of congress. Division of bibliography) Obtained through P. A. I. S. 15c

Fisher, I. Some of the chief index numbers current; Some of the chief writings on the principles of index numbers. (In his Stabilizing the dollar, 1920, p. 286-288)

See also Prices—Bibliography

Indexes. See Newspapers—Indexes; Periodicals—Indexes

Indexing

Beak, G. B. Indexing and précis writing. 1908

— Key to indexing and précis writing. 1908

Clarke, A. L. Manual of practical indexing. 1905

Hudders, E. R. Indexing and filing; a manual of standard practice. 1916

Kaiser, J. Systematic indexing. 1911

Mares, G. C. Card index. 1909

N. Y. State library. Indexing; principles, rules and examples. 1905

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Internal revenue law. *See* Law—Internal revenue; Tariff; Taxation—United States

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Compte rendu sténographique des débats. 1913 Bost. Chamb. Com. \$1 Also English ed

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Advertiser's handbook. 1910 \$1.50

Advertising; copy for advertisements; correct and faulty diction; punctuation and editing; type and type measurements; layouts; proof reading.

Backgrounds.

Book of forms 1903 \$5

Bookkeeper's handbook. 1911 \$1.25

Business man's handbook. 1904 \$1.50

Civil engineer's handbook. 1913 \$1.25

Cost accounting; analysis of accounts; insolvent and decedents' estates. 1914 \$5

Dress goods; white goods; clothing.

English grammar; punctuation and capitalization; letter writing.

Foot, hand and head covering; men's and women's furnishings; handkerchiefs; house furnishings.

Foreign exchange; money and currency; Canadian banking.

History of banking; national and state banking; national bank supervision; savings banks; trust companies.

Law in general; the law of personal rights; the law of property; the law of contracts.

Law of agency; of master and servant; of bailments; of landlord and tenant; of mechanic's liens; of guaranty and suretyship; of executors and administrators; of debtor and creditor; of business and commerce; of trusts.

Law of commercial paper; the law of banks and banking; the law of partnership; the law of corporations; the law of building associations; the law of beneficial associations.

Law of patents, copyrights and trademarks; of insurance; of mines and mining.

Miscellaneous merchandise decorations.

Principles of law; husband and wife. 1903

Salesman's handbook. 1913 50c

Selling as a business force. 1912 \$5

Selling to dealers. 1912

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Stenographer's and correspondent's handbook. 1910 \$1.25

Window trimmer's handbook. 1912 \$1.50

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Investigating an industry. Kent, W. 1914

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of the conditions determining the value of in-
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compass, market policy, prices and yield,
standard securities; Bond bulletin (quarterly),
which includes fundamental principles, interna-
tional bond chart, bond yields and commodity
prices by years; Financial bulletin (issued ir-
regularly), which includes money situation,
barometric trends, tables of monthly move-
ments, fundamental figures for merchants' and
bankers' reference; Forecaster (weekly), an
analysis and forecast of fundamental conditions,
which includes manufacturing conditions, manu-
facturers' compass, business compass for mer-
chants and jobbers, weekly statistics, general
business conditions, financial conditions, agri-
cultural and transportation conditions; Invest-
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New York bank statement and security prices
(quarterly); Trade bulletin (fortnightly), which
includes sales, credit and special commodity
section, and general commodity section which
includes market policy, buyers' and sellers'
guide, price list of basic commodities; Sales
and credit map (monthly), which includes
monthly report of cities, map summary, building
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- Comprises:—Moody's analyses of investments, rating books covering all securities: Steam railroads, Industrials, Public utilities, Governments and municipals, 4 v (set sold separately \$50); four textbooks on the principles of investing; confidential correspondence, consultation and bulletin service on securities in which subscriber is interested, ready to file in loose leaf record book; printed weekly and monthly general announcements, etc., as follows: Weekly review of financial conditions; Special weekly analyses; Bond letters and new investments; Monthly business barometer; Monthly quotation record; Monthly reports of earnings.
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- Nicholas, F. C. Mining investments and how to judge them. 1912 (Investor's library, v. 5)
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- Comprises:—Weekly investment letter; Special investment letters; Monthly investment outlook (pamphlet); Advisory service through confidential correspondence.
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- Investing for profit. 1913
- Smitley, R. L. You and your broker; your duties and rights as customer; his obligations to you as an agent. 1917
- See also Bond houses; Business—Barometers; Business—Condition of; Index numbers; Investments; Investments—Quotations; Prices; Speculation; Statistics; Stock brokerage business; Stock exchange
- Investment bankers association of America.
- Courses of study in corporation finance and investment. 1917 Doubleday \$1.10
- Stock exchange business. 1918 Double-day \$1.10
- Investment brokers
- Associations
- See Associations—Directories—Investment brokers
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See also Banks and banking; Bond houses; Building and loan associations; Business—Barometers; Business—Condition of; Corporations; Credit; Credits; Index numbers; Insurance; Mortgages; Negotiable instruments; Promoting; Railroads; Real estate business; Speculation; Statistics; Stock brokerage business; Stock exchange; also under Investments the following subheads: Analyses; Bibliography; Encyclopedias and dictionaries; Holders of; Mathematics; Maturity lists; Periodicals; Quotations

Accounting

See under Accounting the following subheads: Bond houses; Stock brokerage business

Analyses

Publisher, price, etc. for all entries, where frequency of publication (other than annual) is indicated, will be found in this book under "Periodicals."

Credito Italiano. Società Italiana per azioni; notizie statistiche. 2v Annual
Fitch bond book, describing all important corporation and railroad bond issues of the U. S. and Canada. Annual

Indicates for each security when exempt from taxation under U.S. and state laws and when legal for investment by savings banks. Gives names of dealers who specialize in the investment.

Historical data and financial status of American gas companies. In list under "Directories, Trade, etc." see No. 45

Investors' book of booklets. Monthly

Investor's India yearbook. Annual

Investor's pocket manual; current statistics, records and high and low prices of stocks and bonds of railroad, industrial and mining corporations, also grain, cotton, coffee and provisions. Monthly

Magazine of Wall Street. Every other Saturday

Manual of statistics; stock exchange handbook; railroad securities; indus-

trial securities; government securities; stock exchange quotations; mining; grain and provisions; cotton; money; bank and trust companies. Annual

Moody's investors service, 35 Nassau St., N. Y. \$200 a year

Comprises:—Moody's analyses of investments, rating books covering all securities: Steam railroads, Industrials, Public utilities, Governments and municipals, 4 v (set sold separately \$50); four textbooks on the principles of investing; confidential correspondence, consultation and bulletin service on securities in which subscriber is interested, ready to file in loose leaf record book; printed weekly and monthly general announcements, etc., as follows: Weekly review of financial conditions; Special weekly analyses; Bond letters and new investments; Monthly business barometer; Monthly quotation record; Monthly reports of earnings.

Office national des valeurs mobilières. Annuaire.

Poor's daily digest service, 33 Broadway, N. Y. \$120 a year

Comprises:—Daily digest sheet of corporate and financial news; Cumulative, being a semi-monthly cumulation of the Daily digest news with quarterly permanent cumulations, bound; Daily dividend sheet on active stocks; Weekly dividend sheet on the more inactive securities; Called bond sheet, weekly.

Poor's publishing co. Manual 3v Annual

v 1 Poor's manual of railroads.

v 2 Moody's manual of railroads and corporation securities: Public utility section.

v 3 Moody's manual of railroads and corporation securities: Industrial section.

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Rollins, M. Convertible securities; tables showing the prices of the various convertible issues which are equivalent to the market quotations of the securities exchangeable therefor, together with a complete description of such convertible bonds, notes and stocks; besides extensive extracts from the trust deeds, circulars from the companies, etc., in relation to conversion, redemption, registration and other valuable information needed in the purchase or sale of securities of this class; also tables for accumulated dividends. 1913

Skinner, T. Stock exchange year-book; a careful digest of information relating to the origin, history and present position of each of the public securities and joint stock companies known to the markets of the United Kingdom. Annual

Investments—Analyses—Continued

Standard daily corporation service, Standard Statistics co., inc., 47 West St., N. Y. \$108 a year.

Comprises:—Daily revised annual report cards; Daily revised bulletin cards; Daily revised bond cards; Daily revised special bulletin cards in case of reorganization; Daily corporation news sheet (with weekly indexes); Unlisted and local securities, bi-monthly; Daily dividend sheet on active stocks; Weekly dividend sheet on unlisted and inactive stocks. Supplemental service by telephone and correspondence on subjects covered.

Stock exchange official intelligence; being a carefully revised précis of information regarding British, American and foreign securities, including government, corporation, Indian, colonial and foreign stocks; railways; banks and discount cos.; breweries and distilleries; canals and docks; electric lighting and power; financial, land and investment; financial trusts; gas; insurance; iron, coal and steel; mines; nitrate; oil; shipping; tea, coffee and rubber; telegraphs and telephones; tramways; water works; and other commercial and industrial companies. There are also special chapters on subjects of immediate financial interest. Annual

Wall Street journal. Twice daily except Sundays

See also Taxation—Investments; *also* subhead Analyses under: Investments—Financial; Investments—Foreign; Investments—Government; Investments—Industrial; Investments—Public utilities; Investments—Railroads

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See also subhead Bibliography under: Capital; Credit; Index numbers (theory); Money; Prices

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Smith, H. I. Financial dictionary. 1903

See also Encyclopedias and dictionaries—Exchange

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Financial—Analyses

Credito Italiano. Società Italiane per azioni; notizie statistiche. 2v Annual Financial review; finance, crops, railroads, trade, commerce. Annual

Manual of statistics; stock exchange hand-book; railroad securities; industrial securities; government securities; stock exchange quotations; mining; grain and provisions; cotton; money; bank and trust companies. Annual

Investments—Financial—Analyses—*Cont*

Poor's publishing co. Insurance, surety and other financial companies (not including bank or trust companies). (In its Manual, v. 3)

Skinner, T. Stock exchange year-book; a careful digest of information relating to the origin, history and present position of each of the public securities and joint stock companies known to the markets of the United Kingdom. Annual

Standard daily corporation service. Standard Statistics Co., inc., 47 West St., N. Y. \$108 a year.

Comprises:—Daily revised annual report cards; Daily revised bulletin cards; Daily revised bond cards; Daily revised special bulletin cards in case of reorganization; Daily corporation news sheet (with weekly indexes); Unlisted and local securities, bi-monthly; Daily dividend sheet on active stocks; Weekly dividend sheet on unlisted and inactive stocks; Supplemental service by telephone and correspondence on subjects covered.

Stock exchange official intelligence; being a carefully revised précis of information regarding British, American and foreign securities, including government, corporation, Indian, colonial and foreign stocks; railways; banks and discount cos., breweries and distilleries; canals and docks; electric lighting and power; financial, land and investment; financial trusts; gas; insurance; iron, coal and steel; mines; nitrate; oil; shipping; tea, coffee and rubber; telegraphs and telephones; tramways; water works; and other commercial and industrial companies. There are also special chapters on subjects of immediate financial interest. Annual

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Council of the corporation of foreign bondholders. Annual report.

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Government

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See under Law the following sub-heads: Commercial paper; Investments

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Poor's publishing co. Poor's classified investment holdings and Poor's complete list of securities maturing (in three years succeeding date of publication); showing ownership of securities by saving banks, trust companies, insurance companies, railroad companies, industrial corporations and other institutions, compiled from state and other documents published in U. S. and Canada; also a complete list of securities maturing (in three years succeeding date of publication), prepared from official data. Annual

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Annalist; a magazine of finance, commerce and economics. Mondays

Brookmire economic service, 56 Pine St., N. Y. \$75 a year.

Comprises:—Analyst (monthly), an analysis of the conditions determining the value of investment securities, which includes investors' compass, market policy, prices and yield, standard securities; Bond bulletin (quarterly), which includes fundamental principles, international bond chart, bond yields and commodity prices by years; Financial bulletin (issued irregularly), which includes money situation, barometric trends, tables of monthly movements, fundamental figures for merchants' and bankers' reference; Forecaster (weekly), an analysis and forecast of fundamental conditions, which includes manufacturing conditions, manufacturers' compass, business compass for merchants and jobbers, weekly statistics, general business conditions, financial conditions, agricultural and transportation conditions; Investment opportunity bulletin (monthly); Interpretation of the iron and steel chart (quarterly); New York

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Public utilities

See Investing; Investments; Investments—Holders of; Investments—Maturity lists

Public utilities—Analyses

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Comprises:—Daily revised annual report cards; Daily revised bulletin cards; Daily revised bond cards; Daily revised special bulletin cards in case of reorganization; Daily corporation news sheet (with weekly indexes); Unlisted and local securities, bi-monthly; Daily dividend sheet on active stocks; Weekly dividend sheet on unlisted and inactive stocks. Supplemental service by telephone and correspondence on subjects covered.

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See also Investments—Analyses

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Publisher, price, etc. for all entries, where frequency of publication (other than annual) is indicated, will be found in this book in list under "Periodicals."

Bourse d'Athènes; cours des changes et des valeurs. Annual

Brookmire economic service, 56 Pine St., N. Y. \$75 a year.

Comprises:—Analyst (monthly), an analysis of the conditions determining the value of investment securities, which includes investors' compass, market policy, prices and yield, standard securities; Bond bulletin (quarterly), which includes fundamental principles, international bond chart, bond yields and commodity prices by years; Financial bulletin (issued irregularly), which includes money situation, barometric trends, tables of monthly movements, fundamental figures for merchants' and bankers' reference; Forecaster (weekly), an analysis and forecast of fundamental conditions, which includes manufacturing conditions, manufacturers' compass, business compass for merchants and jobbers, weekly statistics, general business conditions, financial conditions, agricultural and transportation conditions; Investment opportunity bulletin (monthly); Interpretation of the iron and steel chart (quarterly); New York bank statement and security prices (quarterly);

Trade bulletin (fortnightly), which includes sales, credit and special commodity section, and general commodity section which includes market policy, buyers' and sellers' guide, price list of basic commodities; Sales and credit map (monthly), which includes monthly report of cities, map summary, building permits, credit situation, bank clearings, foreign commerce, etc.; International barometer (monthly), which includes U. S. barometer chart, European barometer chart.

Commercial West; a weekly journal devoted to banking, investments, insurance, grain. Saturdays

Credito Italiano. Società Italiana per azioni; notizie statistiche. 2v Annual
Dun's review; a journal of finance and trade. Saturdays

Financial review; finance, crops, railroads, trade, commerce. Annual

Fitch bond book, describing all important corporation and railroad bond issues of the U. S. and Canada. Annual

Indicates for each security when exempt from taxation under U.S. and state laws and when legal for investment by savings banks. Gives names of dealers who specialize in the investment.

Glassworker; America's glass trade newspaper (formerly Commoner and glassworker). Saturdays

Magazine of Wall street. Every other Saturday

Monetary times. Fridays

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— Ten-year price range of public utilities stocks and bonds. (In its Moody's analyses of investments, v. 3)

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Poor's publishing co. Record of stock prices; Record of bond prices. (In its Manual, v. 1)

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Standard Statistics Co., inc., 47 West St., N. Y. \$108 a year.

Comprises:—Daily revised annual report cards; Daily revised bulletin cards; Daily re-

Investments—Quotations—Continued

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Steel and metal digest. Monthly

Stock exchange official intelligence; being a carefully revised précis of information regarding British, American and foreign securities, including government, corporation, Indian, colonial and foreign stocks; railways; banks and discount cos.; breweries and distilleries; canals and docks; electric lighting and power; financial, land and investment; financial trusts; gas; insurance; iron, coal and steel; mines; nitrate; oil; shipping; tea, coffee and rubber; telegraphs and telephones; tramways; water works; and other commercial and industrial companies. There are also special chapters on subjects of immediate financial interest. Annual

Stock exchanges (London and provincial) ten-year record of prices and dividends. 1919

See also Exchange—Quotations

Quotations—Baltimore

Annalist; a magazine of finance, commerce and economics Mondays

Commercial & financial chronicle. Weekly

Financial America. Daily except Sundays

Financial review; finance, crops, railroads, trade, commerce. Annual

Investor's pocket manual; current statistics, records and high and low prices of stocks and bonds of railroad, industrial and mining corporations, also grain, cotton, coffee and provisions. Monthly

Manual of statistics; stock exchange hand-book; railroad securities; industrial securities; government securities; stock exchange quotations; mining; grain and provisions; cotton; money; bank and trust companies. Annual

Quotations—Boston

Annalist; a magazine of finance, commerce and economics. Mondays

Bradstreet's; a journal of trade, finance, and public economy. Saturdays

Commercial & financial chronicle. Weekly

Financial America. Daily except Sundays

Financial review; finance, crops, railroads, trade, commerce. Annual

Hand-book of securities; description; income; prices; dividends. Annual

Investor's pocket manual; current statistics, records and high and low prices of stocks and bonds of railroad, industrial and mining corporations, also grain, cotton, coffee and provisions. Monthly

Manual of statistics; stock exchange hand-book; railroad securities; industrial securities; government securities; stock exchange quotations; mining; grain and provisions; cotton; money; bank and trust companies. Annual

New York commercial. Daily except Sunday

Wall Street journal. Twice daily except Sundays

Quotations—Chicago

Annalist; a magazine of finance, commerce and economics. Mondays

Commercial & financial chronicle. Weekly

Financial review; finance, crops, railroads, trade, commerce. Annual

Hand-book of securities; description; income; prices; dividends. Annual

Investor's pocket manual; current statistics, records and high and low prices of stocks and bonds of railroad, industrial and mining corporations, also grain, cotton, coffee and provisions. Monthly

Manual of statistics; stock exchange hand-book; railroad securities; industrial securities; government securities; stock exchange quotations; mining; grain and provisions; cotton; money; bank and trust companies. Annual

New York commercial. Daily except Sunday

Quotations—Cincinnati

Investor's pocket manual; current statistics, records and high and low prices of stocks and bonds of railroad, industrial and mining corporations, also grain, cotton, coffee and provisions. Monthly

Investments—Quotations—Cincinnati—Cont

Manual of statistics; stock exchange hand-book; railroad securities; industrial securities; government securities; stock exchange quotations; mining; grain and provisions; cotton; money; bank and trust companies. Annual

Quotations—Cleveland

Investor's pocket manual; current statistics, records and high and low prices of stocks and bonds of railroad, industrial and mining corporations, also grain, cotton, coffee and provisions. Monthly

Manual of statistics; stock exchange hand-book; railroad securities; industrial securities; government securities; stock exchange quotations; mining; grain and provisions; cotton; money; bank and trust companies. Annual

Quotations—Colorado Springs

Investor's pocket manual; current statistics, records and high and low prices of stocks and bonds of railroad, industrial and mining corporations, also grain, cotton, coffee and provisions. Monthly

Manual of statistics; stock exchange hand-book; railroad securities; industrial securities; government securities; stock exchange quotations; mining; grain and provisions; cotton; money; bank and trust companies. Annual

Quotations—Los Angeles

Investor's pocket manual; current statistics, records and high and low prices of stocks and bonds of railroad, industrial and mining corporations, also grain, cotton, coffee and provisions. Monthly

Quotations—Minneapolis

Commercial west; a weekly journal devoted to banking, investments, insurance, grain. Saturdays

Quotations—Montreal

Investor's pocket manual; current statistics, records and high and low prices of stocks and bonds of railroad, industrial and mining corporations, also grain, cotton, coffee and provisions. Monthly

Manual of statistics; stock exchange hand-book; railroad securities; industrial securities; government securities;

stock exchange quotations; mining; grain and provisions; cotton; money; bank and trust companies. Annual

Quotations—New Orleans

Investor's pocket manual; current statistics, records and high and low prices of stocks and bonds of railroad, industrial and mining corporations, also grain, cotton, coffee and provisions. Monthly

Manual of statistics; stock exchange hand-book; railroad securities; industrial securities; government securities; stock exchange quotations; mining; grain and provisions; cotton; money; bank and trust companies. Annual

Quotations—New York

Annalist; a magazine of finance, commerce and economics. Mondays

Bradstreet's; a journal of trade, finance, and public economy. Saturdays
Commercial & financial chronicle. Weekly

Economic world. Saturdays

Financial age. Saturdays

Financial America. Daily except Sundays

Financial review; finance, crops, railroads, trade, commerce. Annual

Hand-book of securities; description; income; prices; dividends. Annual

Investor's pocket manual; current statistics, records and high and low prices of stocks and bonds of railroad, industrial and mining corporations, also grain, cotton, coffee and provisions. Monthly

Iron age. Thursdays

Journal of commerce and commercial bulletin. Daily except Sundays and holidays

Manual of statistics; stock exchange hand-book; railroad securities; industrial securities; government securities; stock exchange quotations; mining; grain and provisions; cotton; money; bank and trust companies. Annual

National petroleum news. Wednesdays

New York commercial. Daily except Sunday

(The) Street. Weekly

Wall Street journal. Twice daily except Sundays

*Investments—Quotations—Continued***Quotations—New York curb**

Annalist; a magazine of finance, commerce and economics. Mondays

Commercial & financial chronicle. Weekly

Financial review; finance, crops, railroads, trade, commerce. Annual

Journal of commerce and commercial bulletin. Daily except Sundays and holidays

Manual of statistics; stock exchange hand-book; railroad securities; industrial securities; government securities; stock exchange quotations; mining; grain and provisions; cotton; money; bank and trust companies. Annual

National petroleum news. Wednesdays

New York commercial. Daily except Sunday

(The) Street. Weekly

Quotations—Philadelphia

Annalist; a magazine of finance, commerce and economics. Mondays

Commercial & financial chronicle. Weekly

Financial America. Daily except Sundays

Financial review; finance, crops, railroads, trade, commerce. Annual

Hand-book of securities; description; income; prices; dividends. Annual

Investor's pocket manual; current statistics, records and high and low prices of stocks and bonds of railroad, industrial and mining corporations, also grain, cotton, coffee and provisions. Monthly

Manual of statistics; stock exchange hand-book; railroad securities; industrial securities; government securities; stock exchange quotations; mining; grain and provisions; cotton; money; bank and trust companies. Annual

Wall Street journal. Twice daily except Sundays

Quotations—Pittsburgh

Annalist; a magazine of finance, commerce and economics. Mondays

Commercial & financial chronicle. Weekly

Hand-book of securities; description; income; prices; dividends. Annual

Investor's pocket manual; current statistics, records and high and low prices of stocks and bonds of railroad, industrial and mining corporations, also grain, cotton, coffee and provisions. Monthly

Manual of statistics; stock exchange hand-book; railroad securities; industrial securities; government securities; stock exchange quotations; mining; grain and provisions; cotton; money; bank and trust companies. Annual

National petroleum news. Wednesdays

New York commercial. Daily except Sunday

Quotations—St. Louis

Annalist; a magazine of finance, commerce and economics. Mondays

Investor's pocket manual; current statistics, records and high and low prices of stocks and bonds of railroad, industrial and mining corporations, also grain, cotton, coffee and provisions. Monthly

Manual of statistics; stock exchange hand-book; railroad securities; industrial securities; government securities; stock exchange quotations; mining; grain and provisions; cotton; money; bank and trust companies. Annual

Quotations—Salt Lake City

Investor's pocket manual; current statistics, records and high and low prices of stocks and bonds of railroad, industrial and mining corporations, also grain, cotton, coffee and provisions. Monthly

Manual of statistics; stock exchange hand-book; railroad securities; industrial securities; government securities; stock exchange quotations; mining; grain and provisions; cotton; money; bank and trust companies. Annual

Quotations—San Francisco

Investor's pocket manual; current statistics, records and high and low prices of stocks and bonds of railroad, industrial and mining corporations, also grain, cotton, coffee and provisions. Monthly

Quotations—Toronto

Investor's pocket manual; current statistics, records and high and low prices of stocks and bonds of railroad, indus-

Investments — Quotations — Toronto—*—Continued*

trial and mining corporations, also grain, cotton, coffee and provisions. Monthly

Manual of statistics; stock exchange hand-book; railroad securities; industrial securities; government securities; stock exchange quotations; mining; grain and provisions; cotton; money; bank and trust companies. Annual

Quotations—Washington

Annalist; a magazine of finance, commerce and economics. Mondays

Investor's pocket manual; current statistics, records and high and low prices of stocks and bonds of railroad, industrial and mining corporations, also grain, cotton, coffee and provisions. Monthly

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See also subhead Directories under name of specific trade or business

Directories—Automobile accessories business

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See also subhead Directories under: Automobile accessories business; Jobbing, commission business, etc.

Directories—Carpet trade

In list under "Directories, Trade, etc." see No. 9

See also Jobbing, commission business, etc.—Directories

Directories—Clothing trade

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Directories—Coffee trade

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See also Jobbing, commission business, etc.—Directories

Jobbing commission business, etc.—Cont**Directories—Cordage trade**

In list under "Directories, Trade, etc."
see No. 65

See also Jobbing, commission business, etc.—Directories

Directories—Cotton trade

In list under "Directories, Trade, etc."
see No. 118

See also Jobbing, commission business, etc.—Directories

Directories—Dry goods trade

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see No. 55, 64, 87

See also subhead Directories under: Dry goods trade; Jobbing, commission business, etc.

Directories—Embroidery trade

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see No. 44

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Directories—Fur trade

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see No. 84

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Directories—Glass trade

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see No. 189

See also subhead Directories under: Glass trade; Jobbing, commission business, etc.

Directories—Grocery trade

In list under "Directories, Trade, etc."
see No. 219, 223, 229

See also Jobbing, commission business, etc.—Directories

Directories—Hardware trade

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See also subhead Directories under: Hardware trade; Jobbing, commission business, etc.—Directories

Harness trade

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see No. 110

See also subhead Directories under: Harness trade; Jobbing, commission business, etc.

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Directories—Jewelry trade

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see No. 97

See also subhead Directories under: Jobbing, commission business, etc.; Knit goods trade

Directories—Knit goods trade

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See also subhead Directories under: Jobbing, commission business, etc. Knit goods trade

Directories—Lace trade

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see No. 44

See also Jobbing, commission business, etc.—Directories

Directories—Leather trade

In list under "Directories, Trade, etc."
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See also Jobbing, commission business, etc.—Directories

Directories—Men's furnishing goods trade

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Directories—Mill supply trade

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Directories—Millinery trade

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See also subhead Directories under: Jobbing, commission business, etc.; Millinery trade

Directories—Mine supply trade

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Jobbing, commission business, etc.;
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Jobbing, commission business, etc.; Pa-
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Petroleum industry

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See also Jobbing, commission busi-
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Directories—Pottery trade

In list under "Directories, Trade, etc."
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Directories—Shoe trade

In list under "Directories, Trade, etc."
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See also subhead Directories under:
Jobbing, commission business, etc.;
Shoe trade

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Jobbing, commission business, etc.;
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Directories—Sporting goods trade

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Jobbing, commission business, etc.;
Sporting goods trade

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Unit construction costs. 1915 McGraw
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- Jones, F. D., and Hammond, E. K.
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- Jones, J. G.
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v. 7) Alex. Ham. inst.
- Jones, L. A.
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Ronald \$2.50
- Journalism. See Newspaper business
- Judicial and statutory definitions of words
and phrases. 8v 1904 West \$48
- Judson, H. P.
Higher education as a training for busi-
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- Juglar, J. C.
Brief history of panics. 1916 Putnam \$1
- Jurisprudence. See Law
- Jute trade
See also Commodities of commerce—
Uses; Organization and administration;
Prices (Market)—Hemp, jute and rope;
Statistics—Manufactures; also notes on
Sources of information under Trades
- Directories
In list under "Directories, Trade, etc."
see No. 68
See also subhead Directories under:
Burlap trade; Cordage trade; Fiber
trade; Hemp trade; Manufacturers
- Marketing methods
Dalton, R. W. Jute, flax and hemp. (In
Harmsworth business library, v. 3,
p. 147-151)
- Periodicals
See Textile trade—Periodicals
- K
- Kahn, J., and Klein, J. J.
Principles and methods in commercial
education. 1917 Macmillan \$1.40
- Kaiser, J.
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Systematic indexing. 1911 Pitman \$4.50
- Kaiser, J. B.
National bibliographies of the South
Amer. republics; Preliminary list.
1913 Boston 25c
- Kallman, M. M.
Mercantile credits. 1914 Ronald \$2
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Directories
See lists under Directories—Foreign;
Directories—Foreign, with subdivision
for proper continent
- Kane, W. R.
1001 places to sell manuscripts. 1915 Edi-
tor \$1.62

- Kastor, E. H.**
Advertising. 1918 La Salle \$2.50
- Keable, B. B.**
Coffee from grower to consumer. Pitman 85c
- Kearney, L. C.**
What every business woman should know. 1916 Stokes \$1.60 Also published under title: What every business man should know.
- Keeping a dollar at work.** De Weese, T. A. 1915
- Keeping up with rising costs.** Sammons, W. 1915
- Keiler, H.**
American shipping. 1913 Stechert \$2.40
- Keister, D. A.**
Corporation accounting and auditing. 11th ed 1906 Burrows \$4
- Keller, A. G., and Bishop, A. L.**
Commercial and industrial geography. 1912 Ginn \$1
- Kellogg, R. S.**
Lumber and its uses. 1914 Radford \$1
Lumber industry. 1914 Ronald \$1
- Kelly, A. A.**
Expert estimator and business book. 2d ed 1912 Master \$1.50
- Kelly, F. C.**
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- Kelly, R. W.**
Hiring the worker. 1918 (Industrial management library) Ronald \$3
- Kelly, R. W., and Allen, F. J.**
Shipbuilding industry. 1918 Houghton \$3
- Kelly's customs tariffs of the world.** Annual Kelly \$5.50
- Kemble, F. F.**
Choosing employees by mental and physical tests. 1917 (Industrial management library) Engineering \$3
- Kemmerer, E. W.**
A B C of the federal reserve system. 1918 Princeton \$1.50
Seasonal variations in the relative demand for money and capital in the U. S., a statistical study. 1910 (Nat. monetary com.) (61st Cong., 2d sess., Sen. doc. 588) 60c
- Kempe, H. R.**
Engineer's year-book of formulae, rules, tables, data, & memoranda. Annual Van Nostrand \$1.75
- Handbook of electrical testing. 7th ed 1908 Spon \$6
- Kennard, B. E.**
Educational director. 1918 (Department store merchandise manuals) Ronald \$1.50
- Kennard, B. E., and Hutchinson, E. L.**
Jewelry department. 1917 (Department store merchandise manuals) Ronald \$1.25
- Kennedy, P. B.**
Traffic. 1914 (Alex. Ham. inst. Mod. bus. v. 5, pt. 3) Alex. Ham. inst.
- Kennedy, W. W., and Bridges, T. B.**
Effective English and letter writing. 1918 Ellis 84c
- Kent, W.**
Bookkeeping and cost accounting for factories. 1918 Wiley \$4
Investigating an industry. 1914 Wiley \$1.20
Mechanical engineers' pocket-book. 9th ed rev 1916 Wiley \$5
- Kenyon, H. A.**
Spanish commercial correspondence. 1907 Wahr 5c
- Kerosene industry.** See Petroleum industry
- Kester, R. B.**
Accounting, theory and practice. 2v 1919 Ronald \$6.50
Problems and practice data for elements of accounting. 1916 Col. univ. bk. store 75c
- Ketcham, E. A.**
Fire insurance. 1916 Ketcham \$2.50
- Ketchum, M. S.**
Structural engineers' handbook. 1914 McGraw \$5
- Kidder, F. E., and Nolan, T.**
Architects' and builders' pocket-book. 16th ed 1916 Wiley \$6
- Kilduff, E. J.**
Private secretary. 1916 Century \$1.20
- Killebrew, J. B., and Myrick, H.**
Tobacco leaf. 1916 Judd \$2
- Kimball, D.**
Composing room management. 1918 Kimball \$10
- Kimball, D. S.**
Cost finding. 1914 (Alex. Ham. inst. Mod. bus. v. 7, pt. 2) Alex. Ham. inst.
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Principles of industrial organization. 1913 McGraw \$2.50

Kimball, G. S.

Business English. 1908 Bobbs 50c

Commercial arithmetic. 1911 Putnam \$1

Kimbers record of government debts. Annual Kimber \$15

Kindl, F. H.

Rolling mill industry. 1913 Penton \$2

King, W. I.

Elements of statistical method. 1912

Macmillan \$1.50

King, W. L. M.

Industry and humanity. 1918 Houghton \$3

Kingston, A.

Pitman's popular guide to journalism. 4th ed. Pitman 50c

Kirkaldy, A. W.

History and economics of transport. 1915 Pitman \$3

Kirkbride, F. B., and Sterrett, J. E.

Modern trust company. 4th ed. 1913 Macmillan \$2.50

Klein, J. J.

Bookkeeping and accounting. 1918 (College of the city of New York series in commerce, civics and technology) Appleton \$1.75

Elements of accounting. 1913 Appleton \$1.50

Student's handbook of accounting. 1915 Appleton \$2

Klein, R.

Quick calculator. 1916 Routledge 80c

Kleiser, G.

How to build mental power. 1917 Funk \$3

How to develop power and personality in speaking. 1909 Funk \$1.25

How to develop self confidence in speech and manner. 1910 Funk \$1.25

Kniffin, W. H., jr.

Commercial paper, acceptances and the analysis of credit statements. 1918 Bankers \$2.50

Practical work of a bank. 1915 Bankers \$5

Savings bank and its practical work. 1912 Bankers \$5

Knit goods trade

See also Clothing trade; Commodities of commerce—Uses; Prices (Market)—Cotton yarn; Prices (Market)—Worsted yarn; Statistics—Manufactures

Cost accounts

See Cost accounts—Knit goods trade

Costs

Hosiery industry; report on the cost of production of hosiery in the U. S. 258p 1915 (U. S. Bureau of foreign and domestic commerce. Miscellaneous series, no. 31) Supt. of doc. 25c

Knit-underwear industry; report on the cost of production of knit-underwear in the U. S. 217p 1915 (U. S. Bureau of foreign and domestic commerce. Miscellaneous series, no. 32) Supt. of doc. 20c

See also subhead Costs under: Clothing trade; Underwear trade

Directories

In list under "Directories, Trade, etc." see No. 10, 66, 68

See also Jobbing, commission business, etc.—Directories—Knit goods trade; *also* subhead Directories under: Cotton trade; Dry goods trade; Dyeing trade; Hosiery trade; Silk trade; Underwear trade; Wool trade

Encyclopedias and dictionaries

Blanco, A. E. Piece goods manual; fabrics described; textile, knit goods, weaving terms, etc. explained; with notes on the classification of samples; compiled and illustrated as an aid to members of the Chinese maritime customs service. 1917

Int. cor. schools. Knit-goods terms. (In its Salesman's handbook, 1913, p. 178-181)

Periodicals

Textile world journal. Saturdays

See also subhead Periodicals under: Cotton trade; Dry goods trade; Silk trade; Wool trade; Yarn trade

Knoeppel, C. E.

Industrial preparedness. 1916 Engineering \$1

Installing efficiency methods. 1915 (Works management lib.) Engineering \$3

Maximum production in machine-shop and foundry. 1911 (Works management lib.) Engineering \$2.50

Women in industry. 1918 Knoeppel 50c

Knoop, D.

American business enterprise. 1907
(University of Manchester. Publications) Univ. pr. 1s 6d

Knowlson, T. S.

Business! Practical hints for master and man. 1909 Warne 40c
Business psychology. 1912 Sheldon \$2

Knox, J. S.

Salesmanship and business efficiency. 1917 Knox \$1.75

Knox school of salesmanship and business efficiency

Successful management. 1917 \$2.75

Koch, R.

German imperial banking laws. 1910
(Nat. monetary com.) (61st Cong., 2d sess., Sen. doc. 574) Supt. of doc. 35c.

Koebel, W. H.

Central America. 1917 Scribner \$3.50
Paraguay. 1917 Scribner \$3
South America. Scribner \$5

Korea

See also Statistics

Directories

See lists under Directories—Foreign;
Directories—Foreign, with subdivision
for proper continent

National characteristics

Food, clothing and houses. (In Official
guide to Eastern Asia, 1913, v. 1, p. 227-
230)

See also Asia

Periodicals

See Asia—Periodicals

Krause, L. B.

Business library. 1920 Journal of electricity technical book shop, Rialto Bldg., San Francisco, Cal. \$1.50

Kuhn, A. K.

Comparative study of the law of corporations. 1912 Longmans \$1.50

Kwang Chau Wan

Directories

See lists under Directories—Foreign;
Directories—Foreign, with subdivision
for proper continent

Kwantung

Directories

See lists under Directories—Foreign;
Directories—Foreign, with subdivision
for proper continent

L

Labels. *See* Lettering; Show cards; Trade marks and trade names

Labor

Law

See Law—Labor

Labor and capital. *See* Arbitration—Industrial; Capital; Economics; Employees; Wages

Labor and laboring classes

This is one of several subjects not concerned with methods, but on which information is occasionally needed in the transaction of business; therefore, a few books for reference use are listed. For more material, *see* subhead Bibliography under this subject.

Commons, J. R. History of labour in the U. S. 2v 1918

Gompers, S. Labor and the common welfare. 1919

Labor as affected by the war. Issued irregularly. (U. S. Bureau of labor statistics) Supt. of doc.

Lauck, W. J. Conditions of labor in American industries. 1917

Miscellaneous series. Issued irregularly. (U. S. Bureau of labor statistics) Supt. of doc.

U. S. Bureau of labor statistics.

This bureau publishes material on the following subjects: Conciliation and arbitration (including strikes and lockouts); Employment and unemployment; Foreign labor laws; Industrial accidents and hygiene; Labor laws of the U. S. (including decisions of courts relating to labor); Labor as affected by the war; Miscellaneous series; Retail prices and cost of living; Vocational education; Wages and hours of labor; Wholesale prices; Women in industry; Workmen's insurance and compensation (including laws relating thereto). List may be obtained from U. S. Bureau of labor statistics, Washington, D. C.

See also Arbitration—Industrial; Economics; Employees' liability; Employment problems; Factories—Organization and administration; Law—Labor; Profit sharing; Safety methods; Wages; Welfare work; Woman—Employment

Bibliography

Commons, J. R. Bibliography. (In his History of labour in the U. S., 1918, v. 2, p. 541-587)

See also subhead Bibliography under: Arbitration—Industrial; Economics; Employment problems; Factories—Organization and administration; Labor turnover; Safety methods; Wages;

Labor and laboring classes—*Continued*
Welfare work; Woman—Employment

Bibliography—Periodicals

Monthly labor review. Monthly

See also Employment problems—
Bibliography—Periodicals

Periodicals

Monthly labor review. Monthly

See also subhead Periodicals under:
Arbitration—Industrial; Economics;
Employers' liability; Employment
problems; Law—Labor; Wages; Wo-
man—Employment

✓ Labor; building up a factory force. 1915
(Factory management ser.) Shaw \$2.50
Labor conditions

Periodicals

Labor market bulletin. Monthly

Labour gazette. Monthly

Labour gazette (Canada). Monthly

Monthly labor review. Monthly

State of N. Y. Dept. of labor, special bul-
letin. Irregular

✓ Labor market Lescohier, D. D. 1919

Labor representation. *See* Employees

Labor turnover

✓ Bloomfield, D. Selected articles on em-
ployment management. 1919 (Hand-
book series)

Business training corporation. Holding
the team together. (In its Course in
modern production methods, 1919, v. 3,
p. 52-66)

Colvin, F. H. Labor turnover, loyalty
and output; a consideration of the
trend of the times as shown by the re-
sults of war activities in the machine
shops and elsewhere. 1919

✓ Handbook on employment management
in the shipyard; dealing with modern
methods and practices of employment
management; labor loss. 27p 1918
U. S. shipping board, Emergency fleet
corporation, Washington, D. C.

Kelly, R. W. Retaining the worker; a
summary view of labor turnover. (In
his Hiring the worker, 1918, p. 195-216)

Lescohier, D. D. Labor turnover. (In
his Labor market, 1919, p. 111-121)

Slichter, S. H. Turnover of factory la-
bor. 1919

Bibliography

Warren, K. List of references on labor
turnover. (In Special libraries, 120
Peterborough St., The Fenway, Bos-

ton, v. 10, p. 198-203, October 1919,
single numbers 50c)

See also Employment problems—
Bibliography

Labor unions

This is one of several subjects not concerned
with methods, but on which information is occa-
sionally needed in the transaction of business;
therefore, a few books for reference use are listed.
For more material, see subhead "Bibliography" un-
der this subject.

Groat, G. G. Introduction to the study
of organized labor in America. 1917

Hoxie, R. F. Trade unionism in the U. S.
1917

Webb, S. History of trade unionism;
with an exhaustive bibliography by
R. A. Peddie. 1911

See also Arbitration—Industrial; La-
bor and laboring classes; Wages

Bibliography

Peddie, R. A. Bibliography. (In Webb,
S. History of trade unionism, 1894,
p. 499-543)

Directories

American federation of labor. History,
encyclopedia, reference book. 1919

Laboratories

Directories

In list under "Directories, Trade, etc."
see No. 27

Labrador

Directories

See lists under Directories—Foreign;
Directories—Foreign, with subdivision
for proper continent

Lace trade

Webb, W. H. Laces and nets. (In
Murphy, W. S. Modern drapery and
allied trades, 1915, v. 1, p. 178-204)

See also Associations—Directories—
Lace trade; Clothing trade; Cotton
trade; Dry goods trade; Organization
and administration; Silk trade; Under-
wear trade; *also* notes on Sources of
information under Trades

Directories

In list under "Directories, Trade, etc."
see No. 44

See also Associations—Directories—
Lace trade; Jobbing, commission busi-
ness, etc.—Directories—Lace trade;
also subhead Directories under: Cloth-
ing trade; Corset trade; Cotton trade;
Dry goods trade; Dyeing trade; Em-
broidery trade; Silk trade; Underwear
trade

Lace trade—*Continued*

Encyclopedias and dictionaries

Clifford, C. R. Lace dictionary; including historic and commercial terms, technical terms, native and foreign. 1913

Int. cor. schools. Lace terms. (In its Salesman's handbook, 1913, p. 160-165)

Laite's commercial blue book. South African publishers, Ltd., Athenian Chambers, 68 Shortmarket St., Cape Town, Cape Province, Africa 10s

Landmann, J.

Swiss banking law. 1910 (Nat. monetary com.) (61st Cong., 2d sess., Sen. doc. 401) Supt. of doc. 30c

Landis, E. C., and Hunter, C. H.

Mechanical bookkeeping. (In Amer. sch. of cor. Cyc. of commerce, etc., 1910, v. 8, p. 153-198; also in Amer. sch. of cor. Cyc. of practical accounting, 1917, v. 4, p. 75-120)

Landscape architects

Directories

See Architects' offices—Landscape—Directories

Langstaff, J. M.

Life insurance and how to write it. Ed 3 Spectator \$1

Language for men of affairs. 2v 1920 Ronald \$4 each

v 1 Talking business. J. M. Clapp.

v 2 Business writings. J. M. Lee.

Laos

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Lapp, J. A.

Federal rules and regulations. 1918 Bowen \$7.50

Important federal laws. 1917 Bowen \$7.50

Larard, C. E., and Golding, H. A.

Practical calculations for engineers. 1914 Lippincott \$2

Laroche, C., and Chevob-Maurice, W.

Correspondance commerciale, française-anglaise. 1917 (Marlborough series of English and foreign commercial correspondence) Marlborough 2s

Larson, C. W.

Milk production cost accounting. 1916 Col. univ. 75c

Larson, C. W., and Putney, F. S.

Dairy cattle feeding and management. 1917 Wiley \$2.50

Latin America

Anuario estadístico el Salvador (America Central). Salvador-Dirección general de estadística, Calle Poniente 106, San Salvador, Central America

Filsinger, E. B. Exporting to Latin America; a handbook for merchants, manufacturers and exporters. 1916

Jones, C. L. Caribbean interests of the U.S. 1916

Latin-American year book for investors and merchants. Criterion newspaper syndicate, inc., 21 Park Row, N. Y. \$3
Pan American commercial conference. Proceedings; 1911, 1919

Pan American financial conference. Proceedings.

Pan American union, 17th & B Sts., Washington, D.C.

This bureau publishes many pamphlets etc. and acts as a bureau of information about Latin America.

Reid, W. A. Young man's chances in South and Central America. 1914

See also Argentine; Bolivia; Brazil; Chile; Colombia; Jamaica; Law—Foreign; Mexico; Paraguay; Peru; Porto Rico; South America; Statistics; Uruguay; Venezuela; Virgin Islands; West Indies

Bibliography

Foreign countries; a list of books on foreign countries. Newark, N. J. Free public library, M. L. Prevost, comp. 25p
1918 U. S. Shipping board, Washington, D. C.

Goldsmith, P. H. Brief bibliography of books in English, Spanish and Portuguese, relating to the republics commonly called Latin American, with comments. 107p 1915 Macmillan 50c

Training for foreign trade. 195p 1919 (U. S. Bureau of foreign and domestic commerce. Miscellaneous series, no. 97) Supt. of doc. 15c

Wilcox, M. Bibliography. (In his Encyclopedia of Latin America, 1917, at end of each chapter)

Economic conditions

Atlas América latina; a geographic, economic and commercial atlas of Mexico, Central America, West Indies and South America; presenting a series of

Latin America — Economic conditions

—Continued

new maps, commercial charts and descriptive data of the twenty Latin American republics; compiled from the most recent surveys, and the field notes of scientists and explorers, and the best Latin American authorities. 1919

Auginbaugh, W. E. Selling Latin America; a problem in international salesmanship; what to sell and how to sell it. 1915

Koebel, W. H. Central America; Guatemala, Nicaragua, Costa Rica, Honduras, Panama, and Salvador. 1917

Miscellaneous series. Issued irregularly. (U. S. Bureau of foreign and domestic commerce) Supt. of doc.

Special agents series. Issued irregularly. (U. S. Bureau of foreign and domestic commerce) Supt. of doc.

Special consular reports. Issued irregularly. (U. S. Bureau of foreign and domestic commerce) Supt. of doc.

Verrill, A. H. Getting together with Latin America. 1918

— South and Central American trade conditions of to-day; new and revised edition with complete information to 1919. 1919

Vose, E. N. Costa Rica. 32p 1913 Dun

— Guatemala. 32p 1913 Dun

— Markets of Central America; South America. (In his World's markets from the point of view of American exporters, 1916, p. 136-183)

— Nicaragua. 48p 1914 Dun

Wilcox, M. Encyclopedia of Latin America, dealing with the life, achievement, and national development of the countries of South and Central America, Mexico and Panama, the West Indies, and giving special information on commerce, industry, banking, finance, railways, shipping, transportation, communications, trade, tariff, customs, and all matters of commercial importance. 1917

Economic conditions—Periodicals

Americas. Monthly

Bulletin of the Pan American union. Monthly

Pan American magazine. Monthly

South American; a journal for all interested in Latin American affairs. Monthly

South American journal and Brazil and River Plate Mail; a weekly newspaper giving publicity to all matters affecting the prosperity and development of South and Central America, Mexico, etc. Weekly

See also subhead Periodicals under Export trade

Lauck, W. J., and Sydenstricker, E.

Conditions of labor in American industries. 1917 Funk \$2

Laucks, I. F.

Commercial oils, vegetable and animal. 1919 Wiley \$1.25

Laughlin, J. L.

Banking reform. 1912 Nat. cit. league \$2.50

Credit of the nations. 1918. Scribner \$3.50

Money and prices. 1919 Scribner \$2.50

Principles of money. 1903 Scribner \$3

Laundry business

Benjamin, D. H. Marking, sorting and handling laundry work. (In his Launderer, 1900, p. 310-315)

Rothery, G. C. Modern laundry, its construction, equipment and management. 2v 1909

See also Organization and administration; Prices (Market), with subdivisions; Statistics—Manufactures; also notes on Sources of information under Business

Advertising

See Advertising—Laundry business

Lavis, F.

Railway estimates. 1917 McGraw \$5

Law

Bacon, F. H. Everyday law; a plain statement of the elementary principles of law governing ordinary business transactions. 1918

Bush, C. H. Uniform business law with business forms and illustrated cases. 1915

Chamberlain, J. A. Commercial law. (In Amer. sch. of cor. Cyc. of commerce, etc., 1910, v. 3)

Chapman, C. Law of advertising and sales and related business law, with which is combined advertising and sales that develop good will. 2v 1908

Law—Continued

✓ Conyngton, T. Business law; a working manual of every-day law. 1918

Crane, U. E. Business law for business men. 1917

✓ Gano, D. C. Commercial law. 1913

✓ Gerstenberg, C. W. Commercial law; a treatise for business men on the law applicable to commercial relations. 1910 (Alex. Ham. inst. Mod. bus. v. 12)

— Commercial law; a treatise for business men on the law applicable to commercial relations. 1914 (Alex. Ham. inst. Mod. bus. v. 12)

Glenn, G. Rights and remedies of creditors respecting their debtor's property. 1915

Hirschl, S. D. Business law. 1915

Huffcut, E. W. Elements of business law. 1917

Int. cor. schools. Business law. (In its Business man's handbook, 1904, p. 187-289)

— Law in general; the law of personal rights; the law of property; the law of contracts.

— Law of agency; of master and servant; of bailments; of landlord and tenant; of mechanics' liens; of guaranty and suretyship; of executors and administrators; of debtor and creditor; of business and commerce; of trusts.

— Law of commercial paper; the law of banks and banking; the law of partnership; the law of corporations; the law of building associations; the law of beneficial associations.

— Law that salesmen should know. (In its Selling to dealers, 1912, sec. 20)

— Laws. (In its Salesman's handbook, 1913, p. 265-281)

— Principles of law; husband and wife; divorce; parent and child; guardian and ward; notaries public; justices of the peace; patents, copyright, and trademarks; insurance; mines and mining. 1903

Law. (In Modern merchandising, 1910, v. 9)

Law digests and court calendars of the several states, territories and provinces. In list under "Directories, Trade, etc." see No. 143

Library of law, banking and business. v. 1-2. 1919

Lyons, J. A. Commercial law; a text book for schools and colleges and a book of reference. 1914

Nat. assoc. of credit men. Credit man's diary. Annual

Nat. conference of commissioners of uniform state laws. Amer. uniform commercial acts. 1910

Parsons, T. Laws of business for all the states and territories of the Union and the Dominion of Canada; with forms and directions for all transactions, and abstracts of the laws of all the states and territories on various topics. 1914

Robinson, W. C. Elementary law. 1910

Simons, C. C. Commercial law simplified; being a simple and concise presentation of the subject of commercial law, in question and answer form. 1909

See also Auditing; Collecting of accounts; Commissioners of deeds; Courts; Engineering offices; Exchange; Forms (law); Fraud—Periodicals; Goodwill (in business); Mortgages; Notaries public; United States—Laws, statutes, etc.

Administration of Estates

Int. cor. schools. Law of agency; of master and servant; of bailments; of landlord and tenant; of mechanics' liens; of guaranty and suretyship; of executors and administrators; of debtor and creditor; of business and commerce; of trusts.

McKinney, F. C. Liabilities of trustees for investments; general principles, statutes, and decisions of the various states, typical list of investments legal in Conn., Mass., Md. and N. Y. 1914 (Pub. also under title: Legal investments for trust funds.)

See also Administration of estates

Advertising

Chapman, C. Law of advertising and sales and related business law, with which is combined advertising and sales that develop good will. 2v 1908

DeBower, H. F. Legal limits and restrictions on advertising. (In his Advertising principles, 1917, p. 304-321)

See also Advertising

Law—*Continued***Bankruptcy**

Collier, W. M. Law and practice in bankruptcy under the national bankruptcy act of 1898, 11th ed with amendments of statutes and rules and all decisions to June 1, 1917, including amendments to bankruptcy act of February 5, 1903, June 15, 1906, June 25, 1910, and March 2, 1917, by Frank B. Gilbert. 1917

Gerstenberg, C. W. Law of bankruptcy; a text for business men and students of business, with copies of the National bankruptcy act, general orders of the Supreme court and the official forms, with problems. 1917

National association of credit men. Bankruptcy. (In its Credit man's diary. Annual)

Remington, H. Business man's manual of bankruptcy law. 1911

— Treatise on the elements of bankruptcy law, for the use of law students. 1911

Banks and banking

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Canovai, T. Banks of issue in Italy and the text of the Italian banking law. 1911 (Nat. monetary com.)

Digest of banking and commercial laws. In list under "Directories, Trade, etc." see No. 194

Digest of the banking and commercial laws of the several states and territories. In List under "Directories, Trade, etc." see No. 35

Int. cor. schools. Law of commercial paper; the law of banks and banking; the law of partnership; the law of corporations; the law of building associations; the law of beneficial associations.

Koch, R. German imperial banking laws, together with the German stock exchange regulations. 1910. (Nat. monetary com.)

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Synopsis of the banking and commercial laws of the U. S. and Canada. In list under "Directories, Trade, etc." see No. 7

Synopsis of the banking laws of each state and territory in the U. S. and Canada, revised to date. In list under "Directories, Trade, etc." see No. 34

Tillyard, F. Banking and negotiable instruments; a manual of practical law. 1914

Welldon, S. A. Digest of state banking statutes. 1910 (Nat. monetary com.)

See also Banks and banking; Banks and banking—Federal reserve system; Counterfeits and counterfeiters

Commercial paper

Bigelow, M. M. Law of bills, notes, and cheques. 2d ed 1900

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Tompkins, L. J. Law of commercial paper. 1913

See also Acceptances; Credit; Exchange; Law—Banks and banking; Negotiable instruments

Contracts

Abbott, B. V. Clerks' and conveyancers' assistant; forms of conveyancing, contracts and legal proceedings, for the use of the legal profession, business men and public officers in the U. S. 3d ed 1911

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- v 2 Colombia.
- v 3 Venezuela; Ecuador.
- v 5 Peru; Bolivia.
- v 6 Chile; Paraguay.
- v 7-8 United States.
- v 10 Salvador; San Domingo; Nicaragua.
- v 13-14 Great Britain and Ireland.
- v 15-18 British dominions and protectorates.
- v 20 Denmark; Scandinavia.
- v 21 France; Monaco.
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- v 24-25 German empire.
- v 32 Spain.

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- v 2 Industrial organization.
- v 3 Buying and hiring.
- v 4 Salesmanship and sales management.
- v 5 Selling methods.
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- v 8 Credits, collections and finance.
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- Advertising**
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Irregular and regular commercial paper. 1902 McMaster \$2

McNaughton, F.

Intensive selling. 1918 Selling \$2
More business through postcards. 1917 Selling 60c

Macpherson, F. H.

Corporation accounting and investigations. (In Amer. sch. of cor. Cyc. of commerce, etc., 1910, v. 6, p. 239-254)
Municipal accounting. 1901 Bookkeeper \$3

McPherson, L. G.

Flow of value. 1919 Century \$2.50
MacRae's blue book. In list under "Directories, Trade, etc." see No. 141

Madagascar

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Madden, J. T.

Accounting practice and auditing. 1917 (Alex. Ham. inst. Mod. bus. v. 21) Alex. Ham. inst.

Magazine of Wall Street

Fourteen methods of operating in the stock market. 3d ed 1918 *Mag. of Wall St.* \$1.25

Magazines. See **Periodicals****Mahin, J. L.**

Advertising, selling the consumer. 1919 Doubleday \$2

Mahin's advertising data book. 1916 Mahin \$2

Mahony, P. R.

Export salesman. 1916 (*Bus. tr. corp. Course in foreign trade*, v. 6) *Bus. tr. corp.* Sold only in set \$55

Mail. See **Advertising—Mediums; Business—Practice; Offices—Management; Postal service**

Mail advertising data book. Buckley, Dement & Company 1916

Mail order business

Barroll, E. C. Making money in the mail order mint. 1915

Butler, R. S. Rise of mail order house. (In his *Marketing methods*. 1917, p. 107-120)

Int. cor. schools. Long-range salesmanship. (In its *Selling to dealers*, 1912, sec. 17)

—Mail-order merchandizing. (In its *Salesman's handbook*, 1913, p. 198-215)

Lee, J. Twenty-five years in the mail order business. 1902

Needham, F. M. Organization of the mail order house. (In *Modern merchandising*, 1910, v. 1, p. 237-260)

Nystrom, P. H. Mail order house. (In his *Economics of retailing*, 1915, p. 235-254)

Parsons, C. C. Mail order selling. (In his *Business administration*, 1909, p. 186-195)

Sawyer, S. Secrets of the mail order trade; a practical manual for those embarking in the business of advertising and selling goods by mail. 1900

Sullivan, T. J. Merchants and manufacturers on trial; a complete survey of the illegitimate methods employed by the retail catalogue house system, with suggestions of modern means for preventing its further practice and growth: a logical and sane defense of local communities, local retail merchants and the middleman. 1914

Sweetland, C. A. Mail order business. (In *Amer. sch. of cor. Cyc. of commerce*, etc., 1910, v. 8, p. 199-262; also in *Amer. sch. of cor. Cyc. of practical accounting*, 1917, v. 4, p. 11-74)

Swett, A. E. Principles of the mail order business. 6th ed

Swinney, J. B. Mail-order house. (In his *Merchandising*, 1917, p. 319-333)

See also **Inventories; Organization and administration; Turnover (of stock); also notes on Sources of information under Business**

Advertising

See **Advertising—Mail order business**

Collecting of accounts

See **Collecting of accounts—Mail order business**

Export trade.

See **Export trade—Mail order business**

Periodicals

Mail order news; with which is merged the Mail order business builder, Parcel post news and "Opportunity", the American agents' magazine. Monthly except July and August

Mailing lists

Addressograph Co. Short cuts and money-making methods. 1910

Brown, H. B. Mailing lists and the follow-up. (In *Sales correspondence*, 1917, p. 190-200)

Building a live mailing list. (In *Advertising and service*, 1918, p. 93-108)

Burdick, H. C. How to compile a mailing list. (In *Sales promotion by mail*, 1916, p. 3-57)

Business training corporation. Mailing list. (In its *Course in business English*, 1916, v. 8, p. 58-77)

Clifford, W. G. How to compile lists of prospects; What to do with lists of customers. (In his *Building your business by mail*, 1914, p. 279-432)

Dartnell corporation. Improved methods of securing, classifying and handling lists of customers and possible buyers. (Special report, no. 27) \$1.50

Dartnell monthly sales service. Dartnell Corporation, 223 W. Jackson Boulevard, Chicago \$12 a month.

Comprises:—Weekly news bulletin for salesmen; Bi-weekly confidential letter (to be filed in binder in following groups): Advertising, Mailing lists, Contests, Conventions, Sales man-

Mailing lists—Continued

uals, Bulletins, Market data, Handling salesmen, Salesman's compensation, Sales stimulations, Organization, Routine short cuts, Articles, Books; Monthly "better salesmanship" cartoon for salesmen; Monthly report on timely sales management problems.

Subscribers are entitled to use the corporation's general data files and to receive copies of all standard manuals issued. (For list of manuals issued to date see under Aspley, J. C.)

How to get and keep up a good mailing list. (In Making more out of advertising, 1919, p. 147-177)

Page, W. K. Preparation and care of mailing lists; a working manual that covers every phase of list handling, from obtaining names of "live" prospects without advertising for them, to handling lists economically and productively; based on the experience of successful firms in all lines of business. 1914

Thompson, W. S. Directory of mailing lists obtainable in book and pamphlet form, telling where to get them and their cost. 1917

See also Advertising—Mediums; Directories—Bibliography; Directories—Trade, etc.—Bibliography; Filing; also subhead Directories under: Officials; and name of specific trade or business

Making a drug store pay. Farrington, F. 1914

Making advertising pay. Eldridge, H. F. 1917

Making advertising pay. Rubin, M. J. 1913

Making him buy. Lawrence, H. C. 1910

Making him pay. Lawrence, H. C. 1908

Making-letters-pay system. Schulze \$25

Making money make money. Barber, H. L. 1916

Making more money in storekeeping. Hotchkin, W. R. 1917

Making more out of advertising. 1919 Shaw \$3

Making the office pay. Leffingwell, W. H. 1918

Making type work. Sherbow, B. 1916

Making your store work for you. 1917 Shaw \$3

Malay States

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Malta

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Man to man. Leitch, J. 1919

Management. See Organization and administration

Management and executive control. 1919 (Shaw banking series) Shaw \$3

Management and men. Bloomfield, M. 1919

Management book-keeping. Millar, T. J.

Management of private corporations. Ringo, A. L. 1909

Management of public electric supply undertakings. Seabrook, A. H. 1913

Manchuria

Official guide to Eastern Asia; transcontinental connections between Europe and Asia, v 1. 1913

See also Asia; Statistics

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Periodicals

See Asia—Periodicals

Manila trade. See subhead Directories under: Hemp trade; Jute trade; also subhead Marketing methods under: Hemp trade; Jute trade

Manlove, G. H.

Scrap metals. 1918 Penton \$2

Manual of corporate management. Spelling, T. C. 1919

Manual of milk products. Stocking, W. A., jr. 1917

Manual of statistics. Annual Manual \$6

Manual of successful storekeeping. Hotchkin, W. R. 1915

Manufacture of paint. Smith, J. C. 1901

Manufacturers

Directories

In list under "Directories, Trade, etc." see No. 22, 91, 108, 109, 125, 130, 141, 204, 216, 217, 222

See also subhead Directories under name of specific manufacturing trade; also subhead Bibliography under: Directories—Trade, etc.

Manufacturers' accounts. Eddis, W. C. 1904

Manufacturers' agents. See Jobbing, commission business, etc.—Directories

Manufacturing. See Commerce; Factories—Organization and administration; Statistics—Manufactures; United States—Industries

Manufacturing cost. 1907 Business \$2

Manufacturing costs and accounts. Church, A. H. 1917

Map publishers

Directories

Dana, J. C. Publishers or sources of material. (In his *Modern American library economy: Maps, atlases, and geographical publications*, 1915, p. 44-46)

Maps

The maps listed below have been selected for their usefulness particularly to the sales and advertising departments and are grouped here according to the territory covered:—States, Counties, Cities, United States. In each case effort has been made to select maps with delicate coloring, show clearly. The maps listed under headings or preferably in black and white when available, in order that the markings to indicate sales and advertising data; agents, salesmen and branch office territories; routes; sales quotas, etc., etc., may "Maps—Sales department" and "Maps—Traffic department" provide added information especially needed by these departments.

Dana, J. C. *Modern American library economy: Maps, atlases, and geographical publications; being the revision and enlargement of the second part of the Business branch pamphlet published in 1910, by S. B. Ball.* 1915

Advertising department

See Maps—Sales department

Automobile roads

Automobile maps for sections of the country are published in great number and may be obtained from local booksellers and stationers.

Official automobile blue book; Covers all parts of the U. S. and southern Canada. Every motor road complete; directions at every fork and turn, with mileage; points of local interest; state motor laws; hotel and garage accommodations; ferry and steamship schedules and rates; sketch maps showing principal streets and points of interest included for more important cities. 11v Annual

Bibliography

Publisher, price, etc. for all entries, where frequency of publication (other than annual) is indicated, will be found in this book in list under "Periodicals."

Catalogue of copyrighted entries: Pt 1 group 1 Books; issued 3 times a week; pt 1 group 2 Pamphlets, leaflets, contributions to newspapers or periodicals, etc., lectures, sermons, addresses for oral delivery, dramatic compositions, maps and motion pictures; issued monthly.

Dana, J. C. *Modern American library economy: Maps, atlases, and geographical publications; being the revision and enlargement of the second part of the Business branch pamphlet published in 1910, by S. B. Ball.* 1915

Hammond, C. S. *General catalog.* 228p 30 Church St., N. Y.

List of atlases and maps applicable to the world war. 202p 1918 Supt. of doc. 50c

See also Maps—Ports—Bibliography

Bibliography—Periodicals

Geographical review. Monthly

See also Business—Bibliography—Periodicals

Cities

City reports often contain maps, especially those of departments of public improvements, streets, city plan commissions and offices of tax assessor and city engineer. Some states require maps of cities, townships, counties, etc., to be made and kept on file, properly corrected, in some office of the city, township or county government. These maps are sometimes printed, in which case it is often possible to obtain a copy from the proper office. When map is in blue print form, it is generally possible to have a copy made at reasonable charge. The city or county engineer is in most cases the best person to address.

Indexed maps of most larger cities are obtainable from local booksellers and stationers and often from publisher of city directory. Those of important cities are obtainable from general map publishers and dealers. For list of map publishers see in this book under "Map publishers—Directories."

Baedeker, K. *Handbooks for travellers.*

Series of guide books for the U. S.; Canada; Alps, Eastern; Austria-Hungary, Dalmatia and Bosnia; Belgium and Holland; Berlin and its environs; Egypt; France, Northern; France, Southern; Germany, Northern; Germany, Southern; Germany, Rhine; Great Britain; Greece; Italy, Northern; Italy, Central and Rome; Italy, Southern, Sicily; Italy from the Alps to Naples; London and its environs; Mediterranean, Seaports and sea routes; Norway, Sweden and Denmark; Palestine and Syria; Paris and its environs; Russia; Spain and Portugal; Switzerland.

Official automobile blue book; Covers all parts of the U. S. and southern Canada.

Maps—Cities—Continued

Every motor road complete; directions at every fork and turn, with mileage; points of local interest; state motor laws; hotel and garage accommodations; ferry and steamship schedules and rates; sketch maps showing principal streets and points of interest included for more important cities. 11v Annual

Counties

Rural delivery county maps, scale generally 1 mile to the inch. Third Ass't Postmaster General, Finance division, Washington, D. C. Blue prints, unmounted 35c each

Show every town with postal facilities of any kind, roads, houses, schools, etc. Maps for over 1000 counties have been completed, the middle west being most fully covered. List sent on request.

Topographic maps. Sheets 16½" x 20", scale one mile to the inch. This scale is much larger than most maps other than city maps and maps in real estate and insurance atlases. All roads, towns, railroads, political boundaries, and height of land. U. S. Geological survey, Washington, D. C. unmounted 10c per sheet

Index map for any state, showing sections for which maps have been published, sent on request.

Maps for two fifths of the U. S. have been published. Sheets covering a county, mounted together, form a very clear and accurate map.

Electric railroads

Base maps of 33 states, size varies, scale 8 miles to the inch. Black and white, very clear. Steam and electric railroads. U. S. Geological survey, Washington, D. C. unmounted 10c to 45c

One of the few series of state maps on same scale. All states east of the Mississippi except Maine and Florida have been published. It is therefore possible to have any group of contiguous states mounted together with very good results. List on request.

Blum's commercial traveler's atlas. Annual Blum's commercial map publishing co., 3-7 W. 29 St., N. Y. \$15

Maps 18" x 22". Mileage; steam and electric railroad connections. Type grades towns into three classes by population. Hotels, railroads and industries listed for each town.

Blum's commercial traveler's maps; showing railway systems, railway distances, interurban trolleys, leading in-

dustries and indexed location of all towns having a population of 1000 or more. Location of all junction points. Population as per census of 1910. Directory of commercial hotels, hotel rates, etc. Annual Blum's commercial map publishing co., 3-7 W. 29 St., N. Y. 25c each

Pocket maps of separate states. In several cases 2 or 4 states are on one map.

Poors' publishing co. Moody's manual of railroads and corporation securities: Public utility section. (In its Manual, v. 2)

Post route maps, approximately 30" x 45", scale varies from 4 to 12 miles to the inch; clearly printed on heavy paper delicately colored. All towns and villages having postal facilities, steam and electric railroads. Corrected 4 times a year Third Ass't Postmaster General, Finance division, Washington, D. C. unmounted 80c each, except a few large states

Woman's world guide to profitable distribution; for the use of manufacturers, advertising agents, universities, libraries and business engineers. 1916

Insurance

Insurance atlases are similar to real estate atlases (see note under "Maps—Real estate") but usually give more detailed information and are corrected by publishers. Prices from \$100 to \$500. The Sanborn map co., 11 Broadway, N. Y., with branches at San Francisco, Chicago and St. Louis, has absorbed most companies formerly publishing insurance maps.

Periodicals

Geographical review. Monthly

Population

Blum's commercial traveler's atlas. Annual Blum's commercial map publishing co., 3-7 W. 29 St., N. Y. \$15

Maps 18" x 22". Mileage; steam and electric railroad connections. Type grades towns into three classes by population. Hotels, railroads and industries listed for each town.

Blum's commercial traveler's maps; showing railway systems, railway distances, interurban trolleys, leading industries and indexed location of all towns having a population of 1000 or more. Location of all junction points. Population as per census of 1910. Directory of commercial hotels, hotel rates, etc. Annual Blum's commercial

Maps—Population—Continued

map publishing co., 3-7 W. 29 St., N. Y.
25c each

Pocket maps of separate states. In several cases 2 or 4 states are on one map.

Leahy's hotel guide and railroad distance maps of America. Semi-annual Amer. hotel \$5 Pocket edition of each state, 25c 9½" x 15"

Railroad connections, routing and mileage between towns; population and hotels listed for each town.

Woman's world hand book on national distribution. 1915

See also Statistics—Population

Ports—Bibliography

Maps, charts, and tide tables, showing port conditions in the U.S. in detail,—channels, tides, depth of water, etc.—and books containing them, are published in number by government bureaus. For lists, see the following:

Catalogue of charts, coast pilots and tide tables. (U. S. Coast and geodetic survey. Supt. of doc.

General catalogue of mariners' charts and books. U. S. Hydrographic office, Washington, D. C.

Railroads

Most maps and atlases show railroads. For those giving information particularly useful in traffic work, see "Maps—Traffic department."

Blum's commercial traveler's atlas. Annual Blum's commercial map publishing co., 3-7 W. 29 St., N. Y. \$15

Maps 18" x 22". Mileage; steam and electric railroad connections. Type grades towns into three classes by population. Hotels, railroads and industries listed for each town.

Blum's commercial traveler's maps; showing railway systems, railway distances, interurban trolleys, leading industries and indexed location of all towns having a population of 1000 or more. Location of all junction points. Population as per census of 1910. Directory of commercial hotels, hotel rates, etc. Annual Blum's commercial map publishing co., 3-7 W. 29 St., N. Y. 25c each

Pocket maps of separate states. In several cases 2 or 4 states are on one map.

Leahy's hotel guide and railroad distance maps of America. Semi-annual Amer. hotel \$5 Pocket edition of each state, 25c 9½" x 15"

Railroad connections, routing and mileage between towns; population and hotels listed for each town.

Poor's publishing co. Poor's manual of railroads. (In its Manual, v. 1)

Railroad and county map of the U. S., 52" x 76", scale 40 miles to the inch. State and county boundaries in green. All railroads with name; large number of cities and towns. C. S. Hammond and Co., N. Y. mounted \$5

See also under Maps the following subheads: Electric railroads; Traffic department

Real estate

Real estate atlases for cities and counties are published infrequently. Detailed information on width of street, elevation of street corners, house numbers, dimensions of properties, shape and character of buildings, names of owners of more important properties, etc., are given. Prices generally range from \$15 to \$50. The following are among the plat map publishers in the East:

Bromley, G. W. and Co. 147 North 5th St., Philadelphia, Pa.

Hyde, E. B. 97 Liberty St., Brooklyn, N. Y.

Robinson, E., and Co. 49 Liberty St., N. Y.

Hopkins, G. M., Co. 138 South 4th St., Philadelphia, Pa.

Mueller, A. H. 530 Locust St., Philadelphia, Pa.

Baist, G. W. 906 Walnut St., Philadelphia, Pa.

Sales department

Blum's commercial traveler's atlas. Annual Blum's commercial map publishing co., 3-7 W. 29 St., N. Y. \$15

Maps 18" x 22". Mileage; steam and electric railroad connections. Type grades towns into three classes by population. Hotels, railroads and industries listed for each town.

Blum's commercial traveler's maps; showing railway systems, railway distances, interurban trolleys, leading industries and indexed location of all towns having a population of 1000 or more. Location of all junction points. Population as per census of 1910. Directory of commercial hotels, hotel rates, etc. Annual Blum's commercial map publishing co., 3-7 W. 29 St., N. Y. 25c each

Pocket maps of separate states. In several cases 2 or 4 states are on one map.

Gibb's travelers' route and reference book of the U. S. and Canada. 1909

Leahy's hotel guide and railroad distance maps of America. Semi-annual Amer. hotel \$5 Pocket edition of each state, 25c 9½" x 15"

Railroad connections, routing and mileage between towns; population and hotels listed for each town.

Maps—Sales department—Continued

"Map and tack" maps, 21" x 8", scale varies. Counties in contrasting colors. Railroads and all cities. Relative size of towns shown by size of type. Rand, McNally & Co., N. Y. Indexed pocket ed, 25c Mounted on map tack board, \$1.25 Four larger states, \$2.50

Outline map of U. S., 15½" x 8½". Clear black and white map. Shows cities of above 25,000 population in 4 grades by different marking. No other information. C. S. Hammond and Co., N. Y. 30c

U. S. map with size of states based on population. Small desk or pocket map. State names only information given. Designed and for sale by O. A. Owens, 119 W. 40 St., N. Y. \$1 a dozen

Useful in laying out salesmen's territory or to visualize agent or dealer distribution, etc.

Ward, A. Sales map of greater New York; dividing the city into thirty-eight separate districts; giving population statistics for each area. Ward and Gow, 50 Union Square, N. Y.

Woman's world guide to profitable distribution; for the use of manufacturers, advertising agents, universities, libraries and business engineers. 1916

Woman's world hand book on national distribution. 1915

See also Advertising—Campaigns; Market analysis

States

Maps of states on a larger scale than those found in atlases may generally be obtained from state departments, especially railroad commissions, departments of roads and highways, state engineers, departments of conservation, departments of agriculture, etc.

Base maps of 33 states, size varies, scale 8 miles to the inch. Black and white, very clear. Steam and electric railroads. U. S. Geological survey, Washington, D. C. unmounted 10c to 45c

One of the few series of state maps on same scale. All states east of the Mississippi except Maine and Florida have been published. It is therefore possible to have any group of contiguous states mounted together with very good results. List on request.

"Map and tack" maps, 21" x 8", scale varies. Counties in contrasting colors. Railroads and all cities. Relative size of towns shown by size of type. Rand,

McNally & Co., N. Y. Indexed pocket ed, 25c Mounted on map tack board, \$1.25 Four larger states, \$2.50

Post route maps, approximately 30" x 45", scale varies from 4 to 12 miles to the inch; clearly printed on heavy paper delicately colored. All towns and villages having postal facilities, steam and electric railroads. Corrected 4 times a year. Third Ass't Postmaster General, Finance division, Washington, D. C. unmounted 80c each, except a few large states

Topographic maps. Sheets 16½" x 20", scale one mile to the inch. This scale is much larger than most maps other than city and maps in real estate and insurance atlases. All roads, towns, railroads, political boundaries, and height of land. U. S. Geological survey, Wash., D. C. unmounted 10c per sheet

Index map for any state, showing sections for which maps have been published, sent on request. Maps for two-fifths of the U. S. have been published. Sheets covering a county, mounted together, form a very clear and accurate map.

Traffic department

Freight classification map of U. S., 24" x 35". Shows by color, classification territories; railroads with names. Explanatory guide. C. S. Hammond and Co., N. Y. unmounted \$2

Gray's new railway system map of the U. S., Dominion of Canada and Mexico, 1916, 47" x 68". Railroads shown in individual colors with names of principal stations and junction points. C. P. Gray, 6 Church St., N. Y. Mounted on roller \$25

Shelton, W. A. Atlas of railway traffic maps. 1914

See also Traffic management; also under Maps the following subheads: Automobile roads; Railroads

Transportation

See under Maps the following subheads: Automobile roads; Electric railroads; Railroads; Traffic department

United States

Railroad and county map of the U. S., 52" x 76", scale 40 miles to the inch. State and county boundaries in green.

Maps—United States—Continued

All railroads with name; large number of cities and towns. C. S. Hammond and Co., N. Y. mounted \$5

Wall map of the U. S., 49" x 76", in 2 sheets, scale 40 miles to the inch. Without contour lines. States and counties outlined in black. Railroads, county seats, principal towns. U. S. Geological Survey, Washington, D. C. unmounted 60c (Good for coloring or shading.)

Maps (commercial use)

Brinton, W. C. Maps and pins. (In his Graphic methods for presenting facts, 1914, p. 227-253)

Dartnell corporation. How leading sales organizations use graphic charts to picture sales facts and visualize overlooked sales possibilities. (Special report, no. 35)

Davies, J. P. Indexing, filing systems, etc. (In his Engineering office systems and methods, 1915, p. 407-457)

Matthews, W. D. Insurance maps. (In his Insurance engineers' hand book, 1916, p. 600-603)

Waterbury, W. A. Guiding salesmen by map and tack. (In Selling methods, 1914, p. 137-146)

Marchant, J. R. V.

Commercial history. Pitman \$1

Marconi's wireless telegraphic code. 1907
Marconi \$5

Marcosson, I. F.

Peace and business. 1919 Lane \$1.50

War after the war. 1917 Lane \$1.25

Marden, O. S.

Selling things. 1916 Crowell \$1

Mares, G. C.

Card index. 1909 Pitman, G. 1s

How to do more business. 1910 Pitman, G. 1s 6d

Margraff, A. W.

International exchange. 4th ed 1912 Int. exch. \$5

Marine engine and boiler trade

See also Organization and administration; Prices (Market)—Iron and steel—Products; and other subdivisions of Prices (Market); also notes on Sources of information under Trades

Directories

In list under "Directories, Trade, etc." see No. 134, 203

Marine insurance. See Insurance—Marine

Marine insurance. Templeman, F. 1917

Marine insurance. Winter, W. D. 1919

Maritime law. See Law—Maritime

Market analysis

Analyzing the field. (In Advertising and service, 1918, p. 1-19)

Butler, R. S. Study of the market. (In his Marketing methods, 1917, p. 243-260)

Calkins, E. E. Necessary steps for marketing a new product. (In his Business of advertising, 1915, p. 151-182)

Cherington, P. T. Advance in methods of analysis. (In his Advertising book, 1916, p. 311-371)

Dartnell corporation. Fixing the sales task. (In its Survey of modern sales management practices, 1918, ch. 1)

Dartnell monthly sales service. Dartnell Corporation, 223 W. Jackson Boulevard, Chicago \$12 a month.

Comprises:—Weekly news bulletin for salesmen; Bi-weekly confidential letter (to be filed in binder in following groups): Advertising, Mailing lists, Contests, Conventions, Sales manuals, Bulletins, Market data, Handling salesmen, Salesman's compensation, Sales stimulations, Organization, Routine short cuts, Articles, Books; Monthly "better salesmanship" cartoon for salesmen; Monthly report on timely sales management problems.

Subscribers are entitled to use the corporation's general data files and to receive copies of all standard manuals issued. (For list of manuals issued to date see under Aspley, J. C.)

Frederick, J. G. Splitting up sales territory and setting quotas; Sales engineering; Investigations and surveys; Statistics of salesmanagement. (In his Modern salesmanagement, 1919, p. 111-123; 338-363)

Martin, M. Planning an advertising campaign for a manufacturer; pt. 2, Analysis of the markets. 22p 1914 (University of Minnesota. Bulletin, general series, no. 9) University of Minnesota, Minneapolis, Minn. 25c

Rogers, J. Visualizing your city. (In his Newspaper building, 1918, p. 236-247)

Shaw, A. W. Organization of demand creation—analysis of the market. (In his Approach to business problems, 1916, p. 219-233)

Market analysis—Continued

Swinney, J. B. Selling field. (In his *Merchandising*, 1917, p. 3-21; 175-186)
See also Advertising; Advertising—Analysis; Advertising—Campaigns; Business—Barometers; Business—Condition of; Cities—Business condition in; Commodities of commerce—Uses; Distribution and marketing; Graphic methods; Maps (commercial use); Maps—Population; Marketing methods; Sales—Management; Statistics (theory and practice); *also* notes on Sources of information about commercial conditions under Cities

Periodicals

Printers' ink. Weekly

Market prices. *See* Prices (Market)

Market quotations. *See* Investments—Quotations; Prices (Market), with subdivisions

Marketing methods

Bunting, H. S. Premium system of forcing sales, its principles, laws and uses. 1913

Butler, R. S. Marketing methods. 1914 (Alex. Ham. inst. Mod. bus. v. 3, pt. 1)

— Marketing methods. 1917 (Alex. Ham. inst. Mod. bus. v. 5)

Fisk, J. W. Marketing methods. (In his *Retail selling*, 1916, p. 3-130)

Frederick, J. G. Shaping of sound marketing policies; Achieving successful distribution; Selling direct and selling through jobbers; Creating demand and educating consumers; Meeting competition. (In his *Modern salesmanagement*, 1919, p. 63-110)

Getting the product to the consumer. (In *Organizing for increased sales*, 1919, p. 121-202)

Shaw, A. W. Some problems in market distribution. 1915

Swinney, J. B. *Merchandising*. 1917 (Alex. Ham. inst. Mod. bus. v. 19)

See also Chain stores; Cooperative selling; Distribution and marketing; Export trade; Jobbing, commission business, etc.; Mail order business; Retailing; *also* subhead Marketing methods under: Bee industry; Butter trade; Coffee trade; Cotton trade; Dairy industry; Farm produce; Flax trade; Florist business; Fruit trade; Grain trade; Hemp trade; Jute trade; Leather

trade; Lumber trade; Metal trade; Nut trade; Packing trade; Poultry business; Tea trade; Textile trade; Tobacco trade; Waste trade; Wool trade

Marks, L. S.

Mechanical engineers' handbook. 1916 McGraw \$6

Markward, F.

Building a furniture business. 1911 Grand 80c Spec.

Marsden, F.

Graduated lessons in commercial French. 1918 Pitman 85c

Marsh, C. F., and Dunn, W.

Manual of reinforced concrete. 3d ed 1916 Constable 10s 6d

Marshall, A.

Principles of economics. 1910 Macmillan \$4.50

Marshall, C. C.

Corporation and voucher accounting. 1902 Goodyear 60c

Martin, H. D.

Economical and successful management of cotton mills. 1905 Martin \$1.50

Progress and profit for mill men. 1909 Martin \$1

Martin, M.

Advertising campaigns. 1917 (Alex. Ham. inst. Mod. bus. v. 13) Alex. Ham. inst.

Martinique

See Latin America; West Indies

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Mason, F. R.

Business principles and organization. 1909 (Business, commerce and finance) Cree \$4.80

Mason, H. B.

Druggist and his profits. 1915 Swift \$1
 Window displays for druggists. 1910 Swift \$1

Materials and supplies. 1915 (Factory management ser.) Shaw \$2.50

Materials of corporation finance. Gerstenberg, C. W. 1915

Mathematical theory of investment. Skinner, E. B. 1913

Matheson, E.

Depreciation of factories, mines and industrial undertakings and their valuation. 1910 Spon \$4

Matthews, W. D.

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Periodicals

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Business psychology. 1917 LaSalle \$2
Psychology and industrial efficiency. 1913
Houghton \$1.50

Muirhead, F.

London and its environs. 1918 (Blue
guides) Macmillan 7s 6d

Mulhall, J. F. J.

Quasi-public corporation accounting and
management. 1905 Callaghan \$5

Mulliken, S. P.

Method for the identification of pure or-
ganic compounds. 3v 1914 Wiley v 1
and 3, \$4.50 each; v 2, \$5

Multiplying your income. Nash, W. T.
1914

Mundy, F. W.

Earning power of railroads. Annual
Oliphant \$3

Municipal bonds held void. Dean, M. B.
1911

Municipal internal audit. Collins, A. 1913

Municipal officers. See Officials—Directo-
ries—Cities

Municipal securities. See Investments—
Government—Analyses

Municipalities. See Cities

Munn and Company

Trade marks. 1912 Munn

Murchison, C. T.

Resale price maintenance. 1919 (Colum-
bia university studies in history, eco-
nomics, and public law) Col. univ. \$1.50

Murphy, P.

Short practical rules for commercial cal-
culations. 1912 Weed \$2

Murphy, W. S.

Modern drapery and allied trades. 4v
1915 Gresham \$5 imp.

Textile industries. 8v 1911 Gresham 60s

Murray, J. A. H.

New English dictionary. 10v 1888-date
Oxford 9v \$320.65

Murray, J., pubs.

Handbook for travellers in India, Burma
and Ceylon. 1913 Scribner \$12.50

Museums

Directories

In list under "Directories, Trade, etc."
see No. 6, 90

Music trade

Musical instrument dealers. (In Harmsworth business library, v. 7, p. 109-120)

See also Commodities of commerce—Uses; Organization and administration; also notes on Sources of information under Trades

Associations

See Associations—Directories—Music trade; Associations—Directories—Musical

Directories

In list under "Directories, Trade, etc." see Nos. 100, 181

See also Associations—Directories—Music trade; also subhead Directories under: Manufacturers; Organ trade; Piano trade

Periodicals

See Piano trade—Periodicals

Musicians

Directories

In list under "Directories, Trade, etc." see No. 120

See also Orchestras—Directories

My adventures with your money. Rice, G. G. 1913

Myrick, H.

Book of corn. 1904 Judd \$1.50

N

Nash, W. T.

Multiplying your income. 1914 Spectator \$1.25

Natal

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Nathan, P.

How to make money in the printing business. 1900 Oswald \$3

National association of corporation schools

Annual conventions. \$10

National association of credit men

Credit man's diary. Annual \$3

National banks. See Banks and banking—United States

National board of fire underwriters

Rules and regulations. (Series of pamphlets)

National cash register co.

There's money in your show window. 1913

National championship displays of haberdashery and clothing. "Haberdasher"

National city bank of N. Y.

Nat. banks of the U. S. 1812-1910. 1910

Nat. city bank

National civic federation

Commission regulation of public utilities. 1913 \$8.50

Profit sharing by American employers. 1916 \$2

Report of the committee on preliminary foreign inquiry. 1915

Report of the joint commission upon the operation of state workmen's compensation laws. 1915

National conference of commissioners on uniform state laws

American uniform commercial acts. 1910

National convention of insurance commissioners

Proceedings.

National electric light association, N. Y.

Electrical meterman's handbook. 1915 \$5

National fire protection association

Field practice. 1914 Nat. fire prot. assoc. \$1.50

National foreign trade convention

Official reports. Annual Nat. for. tr. \$1.50

National industrial conference board

Research reports. List and prices on application to National industrial conference board, 13 Beacon St., Boston, Mass. (A series of pamphlets on industrial questions.)

Natural resources. See Coal trade; Commercial geography; Commodities of commerce; Forestry business; Lumber trade; Metal trade; Mineral industry; Mines and mining; Petroleum industry; Phosphate trade; Statistics; United States—Economic conditions

Naval architects

Directories

See Architects' offices—Naval—Directories

Navy yard work

Costs

Ferguson, W. B. Estimating the cost of work; with special reference to unstandardized operations, as in jobbing

Navy yard work—Costs—Continued

shops or repair work. 1915 (Works management lib.)

See also Engineering offices—Costs

Neal, E. V., and Cragin, C. T.

Modern illustrative bookkeeping. 1911
Amer. bk. \$1

Neal, E. V., and Moore, J. H.

Modern illustrative banking. 1904 (Williams & Rogers series) Amer. bk. 55c

Nearing, S.

Anthracite. 1915 Winston \$1

Negotiable instruments

Babson, R. W. Commercial paper; a textbook for merchants, bankers and investors. 1912

Kniffin, W. H., jr. Commercial paper, acceptances and the analysis of credit statements; a practical treatise on commercial paper, with particular reference to the processes by which the credit risk is determined where such instruments are purchased as a bank investment. 1918

McMaster, J. S. Irregular and regular commercial paper. 1902

See also Acceptances; Credit; Credits; Exchange; Fraud—Periodicals; Law—Commercial paper; Taxation—United States

Nelson, G. N.

Income tax law and accounting. 1918
Nelson \$2

Nelson, S. A.

A B C of options and arbitrage. 1904
(Wall street lib. v. 6) Doubleday 60c

A B C of stock speculation. 1902 (Wall street lib. v. 5) Doubleday 60c

A B C of Wall street. 1900 (Wall street lib. v. 1) Doubleday 60c

Bond buyers' dictionary. 1907 Steurer \$2
Consolidated stock exchange of New York. 1907 Benesch

Net worth and the balance sheet. Stockwell, H. G. 1912

Netherlands

Marcosson, I. F. Holland and world trade. (In his Peace and business, 1919, p. 115-143)

See also Law—Foreign; *also* subheads under Europe

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

New business. Tipper, H. 1914

New business department. MacGregor, T. D. 1917

New Caledonia**Directories**

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

New collection methods. Gardner, E. H. 1918

New commercial calculator. Ropp, C. 1906

New industrial day. Redfield, W. C. 1913

New international dictionary of the English language. Webster, N. 1919

New international yearbook. Annual Dodd \$5

New method to learn the Portuguese language. Escobar, J. F. 1913

New South Wales**Directories**

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

New York charities directory. In list under "Directories, Trade, etc." see No. 156

New York City**Corporations**

See Corporations—Directories

New York City Dept. of finance

Manual of accounting and business procedure. 1909

New York State library

Indexing principles, rules and examples. 1905 N. Y. State lib. 15c

New York stock exchange. *See* Stock exchange—New York City

New York Times index; a master key to all newspapers. Quarterly Times

New Zealand

Handbooks on Canada, Australia, New Zealand, and South Africa; comp. by W. P. Paton and issued by the Emigrants' information office. 1914

New Zealand official year-book. Census and statistics office, Wellington, N. Z. Sheldrake, T. S. New Zealand. (In Harmsworth business library, v. 4, p. 231-239)

See also Australia; Index numbers—New Zealand; Law—Foreign; Statistics

New Zealand—*Continued*

Directories

See lists under Directories—Foreign;
Directories—Foreign, with subdivision
for proper continent

Newfoundland

Lovell's gazetteer of the Dominion of
Canada together with Newfoundland;
with a table of routes showing prox-
imity of the railroad stations and sea,
lake and river ports to the cities, towns
and villages. 1908

See also Canada

Directories

See lists under Directories—Foreign;
Directories—Foreign, with subdivision
for proper continent

Newmark, J. H.

Automobile business. 1915 Automobile
pub. co. \$2

Automobile salesmanship. 1915 Auto-
mobile pub. co. \$1.50

News, ads and sales. Opdycke, J. B. 1914

Newsdealers

News agents. (In Harmsworth business
library, v. 7, p. 121-126)

See also Newspaper business; Organ-
ization and administration; also notes
on Sources of information under Busi-
ness

Newspaper advertising. See under Adver-
tising the following subheads: Medi-
ums; Newspaper business

Newspaper business

Kingston, A. Pitman's popular guide to
journalism; a handbook for professional
work on the newspaper press. 4th ed

Rogers, J. Newspaper building; appli-
cation of efficiency to editing, to me-
chanical production, to circulation and
advertising; with cost finding methods,
office forms and systems. 1918

Scott, W. R. Scientific circulation man-
agement for newspapers. 1915

Shuman, E. L. Practical journalism; a
complete manual of the best newspaper
methods. 1912

Thorpe, M. Coming newspaper. 1915

Williams, W. Practice of journalism.
1911

See also Advertising; Commodities of
commerce—Uses; Organization and ad-
ministration; Prices (Market)—Ink—
Printer's; Prices (Market)—Paper;

Printing business; Statistics—Manufac-
tures; also notes on Sources of infor-
mation under Business

Accounting

See Accounting—Newspaper business

Advertising

See Advertising—Newspaper business

Bibliography

See subhead Bibliography under: Ad-
vertising; Periodicals

Cost accounts

See Cost accounts—Newspaper busi-
ness

Costs

Rogers, J. Newspaper building; applica-
tion of efficiency to editing, to me-
chanical production, to circulation and
advertising; with cost finding methods,
office forms and systems. 1918

See also subhead Costs under Printing
business

Directories

In list under "Directories, Trade, etc."
see No. 3, 20, 60, 99, 133, 137, 138, 161
Mahin, J. L. Mahin's advertising data
book; facts and statistics in condensed
form for the man who has advertising
and merchandising problems to solve.
1916

See also Market analysis; also sub-
head Directories under: Advertising;
Periodicals

Encyclopedias and dictionaries

See Encyclopedias and dictionaries—
Printing business

News writing

Bleyer, W. G. Newspaper writing and
editing. 1913

Harrington, H. F. Essentials in journal-
ism. 1912

Hyde, G. M. Newspaper editing; a man-
ual for editors, copy-readers, and stu-
dents of newspaper desk work. 1915

— Newspaper reporting and corre-
spondence. 1912

See also English language; Style
books

Periodicals

Editor and publisher. Thursdays

Fourth estate; a newspaper for the
makers of newspapers and investors in
advertising. Saturdays

Newspaper business—Periodicals —*Cont*
 Newspaperdom. 2nd and 4th Thursday of
 each month
See also subhead Periodicals under
 Advertising

Newspaper business (foreign)

Directories

In list under "Directories, Trade, etc."
 see No. 98, 160

See also Directories—Foreign; Ex-
 port trade—Periodicals (circulation in
 foreign countries); Periodicals (for-
 eign)—Directories

Newspapers

Bibliography

See Periodicals—Bibliography

Indexes

N. Y. Times index; a master-key to all
 newspapers. Quarterly

See also Periodicals—Indexes

Neystrom, P. H. *See* Nystrom, P. H.

Nicaragua

See Latin America: Law—Foreign

Directories

See lists under Directories—Foreign;
 Directories—Foreign, with subdivision
 for proper continent

Nicholas, F. C.

Mining investments and how to judge
 them. 1912 (Investor's library, v. 5)

Moody \$1

Nichols, H. W.

Method of determining costs in a cotton
 mill. 1915 Anthony \$3

Nichols, J. M. H.

Business man's rapid calculation. 1913
 Business \$1

Nichols, W. G.

Cost finding. (In Amer. sch. of cor. Cyc.
 of commerce, etc., 1910 v. 8, p. 263-
 308)

Nicholson, J. L.

Cost accounting, theory and practice.
 1913 Ronald \$4

Nicholson on factory organization and
 costs. 1911 Kohl \$5.50

Nicholson, J. L., and Rohrbach, J. F. D.

Cost accounting. 1919 Ronald \$7

96 plans for collecting money by mail.
 1917 Shaw Free with 20 months' subs.
 to System

Nixon, A., and Stagg, J. H.

Accounting and banking. 1912 (Longman's
 commercial series) Longmans \$2

North Brazil. Buley, E. C. 1914

Northern Territory (Australasia)

Directories

See lists under Directories—Foreign;
 Directories—Foreign, with subdivision
 for proper continent

Norton, G. P.

Balancing for expert bookkeepers. 1894
 Simpkin 6s

Textile manufacturers' book-keeping. 1900
 Simpkin 15s

Norton, H. R.

Textbook on retail selling. 1919 Ginn \$1.20

Norton, S. V.

Motor truck as an aid to business
 profits. 1918 Shaw \$7.50

Norway

Drachman, P. Industrial development and
 commercial policies of the three Scandi-
 navian countries. 1915

Haandbok over norske obligationer og
 aktier. 3v Karl Kierulf and Co., Kirke-
 gaten 20, Kristiania, Norway

Statistisk aarbok for Kongeriket Norge.
 H. Aschehoug and Co., Kristiania,
 Norway 2 Kroner

See also Law—Foreign; Statistics;
also subheads under Europe

Directories

See lists under Directories—Foreign;
 Directories—Foreign, with subdivision
 for proper continent

Notaries public

John, E. M. American notary and com-
 missioner of deeds manual. 1904

See also Law; Officials—Directories;
 Organization and administration; *also*
 notes on Sources of information under
 Business

Directories

See subhead Directories under: Law-
 yers' offices; Real estate business

Notes. *See* Negotiable instruments

Notes on life insurance. Fackler, E. B. 1907

Notes on the manufacture of earthenware.
 Sandeman, E. A. 1901

Notion department. Souder, M. A. 1917

Notion trade

See also Organization and adminis-
 tration; *also* notes on Sources of infor-
 mation under Trades

Directories

See Manufacturers—Directories

Notion trade—*Continued*

Periodicals

Notion and novelty review. Monthly

Notion trade topics. Monthly

See also Dry goods trade—Periodicals

Nourse, E. G.

Agricultural economics. 1916 Univ. of Chicago \$2.75

Chicago produce market. 1918 Houghton \$2.25

Novelty trade

See also Organization and administration; *also* notes on Sources of information under Trades

Directories

See Manufacturers—Directories

Periodicals

Novelty news; new ways to build up business; unique and original advertising ideas, inducement methods to stimulate sales, novel things, souvenirs, emblems, postcards. 1st of each month

See also Toy trade—Periodicals

Noyes, W.

Wood and forest. 1912 Manual arts \$3

Nursery trade

See also Organization and administration; *also* notes on Sources of information under Trades

Directories

In list under "Directories, Trade, etc." see No. 13

See also Associations—Directories—Nursery trade; *also* subhead Directories under: Florist business; Manufacturers; Seed trade

Nut trade

See also Commodities of commerce—Uses; Grocery trade; Organization and administration; Prices (Market)—Nuts; *also* notes on Sources of information under Trades

Directories

See Grocery trade—Directories

Marketing methods

Couker, J. L. Marketing of nuts. (In his *Co-operation among farmers*, 1914, p. 241-253)

Nyasaland Protectorate

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Nystrom, P. H.

Automobile selling. 1919 Motor Free with subs. to Motor

Economics of retailing. 1915 Ronald \$2

Retail selling and store management. 1919 (Commercial education series) Appleton \$2

Retail store management. 1917 LaSalle \$2

Textiles. 1916 Appleton \$1.50

O

Occupations

Allen, F. J. Advertising as a vocation. 1919

— Business employments. 1916

— Shoe industry. 1916

Consumer's league of eastern Pennsylvania, 329-331 Witherspoon Bldg., Philadelphia, Pa. Telephone operating. 40p 1913 (Occupations for Philadelphia girls) 10c

Descriptions of occupations. (U. S. Employment service) Supt. of doc. (Series of pamphlets describing different occupations)

Fairchild, C. B. Training for the electric railway business. 1919

Fleming, R. D. Railroad and street transportation. 1916 (Cleveland education survey)

Hebble, C. R. Printing trades. 141p 1915 (Industrial survey of Cincinnati; vocational section) Cincinnati chamber of commerce, Cincinnati, Ohio. 50c

Kelly, R. W. Shipbuilding industry. 1918

Lodge, W. Rules of management; with practical instructions on machine building. 1913

Occupation statistics. (U. S. Bureau of the census. Final report of the 13th census, v. 4) Supt. of doc. \$1

O'Leary, I. P. Department store occupations. 1916 (Cleveland education survey)

Opportunity monographs, 1918-1919 (Vocational rehabilitation series) U. S. Federal board for vocational education, Washington, D. C.

Occupations—*Continued*

- Shaw, F. L. Printing trades. 1916 (Cleveland education survey)
 Vocational guidance; part of twenty-fifth annual report of the commissioner of labor. 1911 (U. S. Dept. of labor) Supt. of doc. 10c
 Wages and hours of labor series. Issued irregularly. (U. S. Bureau of labor statistics) Supt. of doc.
 Women's educational and industrial union—Appointment bureau. Vocation series.

Bibliography

- Gowin, E. B. Readings and references. (In his *Occupations*, 1916, at the end of each chapter)

Occupations. Gowin, E. B. 1916

Ocean and inland water transportation. Johnson, E. P. 1911

Ocean trade and shipping. Owen, D. 1914

Ocean traffic and trade. Hough, B. O. 1914

O'Connor, H.

Gas engineer's pocket-book. 3d ed 1907
 Van Nostrand \$3.50

Office administration. Schulze, J. W. 1919

Office building management

Periodicals

Buildings and building management. Monthly

See also subhead *Periodicals* under *Real estate business*

Office management. *See* *Offices—Management*

Office methods and accounting. 1917 Shaw \$2

Office national des valeurs mobilières, 5 Rue Gaillon, Paris.
 Annuaire. 5 francs

Office organisation and management. Dicksee, L. R. 1911

Office organization and management. Parsons, C. C. 1917

Office practice. Cahill, M. F. 1917

Office salesmanship. Cody, S. 1911

Office supplies business

See also *Commodities of commerce—Uses; Organization and administration; Salesmanship—Office supplies business; also notes on Sources of information under Business*

Directories

See *Manufacturers—Directories*

Periodicals

American stationer and office outfitter; devoted to the interests of stationery, specialties, novelties, office appliances. (also Retail) Saturdays

Bookseller & stationer and office equipment journal. (also Retail) Monthly

Office appliances; the news and technical trade journal of equipment. 12th of each month

Office training and standards. McClelland, F. C. 1919

Office training for stenographers. SoRelle, R. P. 1911

Office work

Training employees in

Galloway, L. Training and development of office workers. (In his *Office management*, 1918 p. 445-561)

Parsons, C. C. Office training. (In his *Office organization and management*, 1917, p. 47-59)

Schulze, J. W. Training employees. (In his *American office*, 1914, p. 139-158)

— Training of office employees. (In his *Office administration*, 1919, p. 35-47)

See also *Business—Practice; Reference books; also subhead Training employees in, under: Business; Commercial correspondence*

Offices**Appliances**

Burroughs adding machine co. Better day's work at a less cost of time, work, and worry to the man at the desk. 4th. ed 1910

Cahill, M. F. Office time and labor savers. (In her *Office practice*, 1917, p. 184-201)

Desborough, W. Manual of duplicating methods by various office machines. 1917

Dicksee, L. R. Office machinery and appliances; a handbook for office managers. 1918

Galloway, L. Labor-saving devices in the office; desk and the dispatch of work. (In his *Office management*, 1918, p. 74-106)

Gillette, H. P. Office appliances and methods. (In his *Cost keeping and management engineering*, 1909, p. 110-126)

Hoey, P. Modern office machinery. (In *Harmsworth business library*, v. 2, p. 171-186)

Offices—Appliances—Continued

Nicholson, J. L. Mechanical office appliances. (In his *Nicholson on factory organization and costs*, 1911, p.345-404)

Parsons, C. C. Machinery of the office. 44p 1918 LaSalle 25c

— Machinery of the office. (In his *Office organization and management*, 1917, p. 161-202)

Russell, G. C. Billing and order recording. (In *Amer. sch. of cor. Cyc. of commerce, etc.*, 1910, v. 5, p. 235-302)

Schulze, J. W. Office appliances. (In his *American office*, 1914, p. 62-94)

U. S. Bank note co. How to organize and equip a modern bank. 1913

See also Efficiency—Industrial; Graphic methods; Maps; Office supplies business—Periodicals; Reference books

Appliances—Bibliography

Shelp, B. B. Office methods. 27p 1918 Wilson 25c

See also subhead Bibliography under: Filing; Reference books; Telegraph codes

Cost accounts

See Cost accounts—Offices

Employment problems

See Employment problems—Offices

Management

Barrett, H. J. Modern methods in the office; how to cut corners and save money. 1918

Business training corporation. System in the office. (In its *Course in business essentials*, 1916-1918, v. 12, p. 59-80)

✓ Davies, J. P. Engineering office systems and methods; together with schedules and instructions for the collection of preliminary data for engineering projects; sampling, inspecting and testing engineering materials; conducting domestic and export shipping operations; etc. 1915

Dicksee, L. R. Office organisation and management, including secretarial work. 1919

Dunham, H. P. Office efficiency; Office equipment. (In his *Business of insurance*, 1912, v. 3, p. 272-328)

Galloway, L. Office management, its principles and practice; covering organization, arrangement, and operation with special consideration of the employment, training and payment of office workers. 1918

— Types of management—the office. (In his *Factory and office administration*, 1917, p. 120-137)

Gerstenberg, C. W. Office management. (In his *Principles of business*, 1918, p. 247-269)

Hopf, H. A. Office efficiency. 38p 1918 LaSalle 25c

How to manage an office; making conditions right for fast work; showing workers how and getting them interested; approved plans for handling letters, orders, files, lists and supplies; expense cutting; duties, schedules and desk methods of managers; methods that enabled 93 offices to handle more business at less expense. 1914 (System "How-books")

Leffingwell, W. H. Making the office pay; tested office plans, methods, and systems that make for better results from everyday routine, secured from the offices of the hundreds of successful business men who are using them to increase profits by cutting costs. 1918

— Scientific office management; a report on the results of the applications of the Taylor system of scientific management to offices, supplemented with a discussion of how to obtain the most important of these results. 1917

McClelland, F. C. Office training and standards. 1919 (Shaw business training series)

Morris, L. R. Office systems (In his *Instruction in real estate and fire insurance*, 1906, p. 118-128)

Parsons, C. C. Office organization and management. 1917

Prentice-Hall business information service; the best and newest ideas on business gathered weekly from every available source. Prentice-Hall, inc., 70 5th Ave., N. Y. \$75 a year

A loose leaf service giving abstracts and notes of current business literature appearing in periodicals, newspapers, pamphlets, books, etc., ready to file in binders, grouped mainly for the principal departments of a business firm in the following sections: Accounting; Advertising and

Offices—Management—Continued

selling; Banking, exchange and public finance; Credits and collections; Employment; Financing; Foreign trade; Industrial and commercial relations; Management; Office management; Personal efficiency; Purchasing and stores; Transportation. Paid research work. Books; periodicals and copies of articles analyzed furnished at cost.

Schulze, J. W. American office; its organization, management and records. 1913

— American office; its organization, management and records. 2d ed 1914

— Office administration. 1919

Winter, W. D. Office organization; the annual statement. (In his Marine insurance, 1919, p. 356-369)

Young, T. E. Insurance office organization, management, and accounts. 1908

See also Commercial correspondence; Employment problems—Offices; Export trade—Technique; Filing; Messenger service; Organization and administration; Suggestion systems; Telephone (commercial use); *also* subhead Management under: Accounting department; Advertising; Correspondence department; Stenographic department

Management—Periodicals

100%, the efficiency magazine. Monthly

See also subhead Periodicals under: Accounting; Commercial correspondence

Manuals

See House manuals

Methods

See Business—Practice

Sources of information

See Classification; Libraries—Business; Reference books

Official automobile blue book. 11v Annual Automobile blue Prices on application; volumes sold separately.

Official guide to Eastern Asia. 5v 1913-1917 Imperial v 1, \$4.50; v 2 and 3, \$7.50; v 4 and 5, \$5

Official year book of the Commonwealth of Australia, containing authoritative statistics. Commonwealth bureau of census and statistics, Melbourne, Victoria, Australia

Officials**Directories—Banks**

In list under "Directories, Trade, etc." *see* No. 7, 34, 35, 194

Directories—Cities

In list under "Directories, Trade, etc." *see* No. 19, 34, 58, 185

Directories—Consuls (foreign)

In list under "Directories, Trade, etc." *see* No. 11, 35, 93, 167

Directories—Consuls (U. S.)

In list under "Directories, Trade, etc." *see* No. 11, 35, 93, 125, 167, 170

Directories—Counties

In list under "Directories, Trade, etc." *see* No. 19, 186

Directories—Federal

Directories of individual government bureaus and departments are frequently issued. For information about these as issued *see* Monthly catalogue of U. S. public documents (for pub. price, etc., *see* list in this book under "Periodicals.")

In list under "Directories, Trade, etc." *see* No. 19, 35, 39, 79, 167, 168, 170, 194, 197, 218

See also Referees in bankruptcy—Directories

Directories—Great Britain

In list under "Directories, Trade, etc." *see* No. 81, 125, 209

Directories—Railroads

See Railroads—Directories

Directories—States

In list under "Directories, Trade, etc." *see* No. 34, 35, 41, 116, 139, 144, 148, 185, 194, 218

Oil production methods. Paine, P. M. 1913

Oil trade

See also Associations—Directories—Oil trade; Commodities of commerce—Uses; Organization and administration; Petroleum industry; Prices (Market)—Oils, and subdivisions; Statistics—Manufactures; *also* notes on Sources of information under Trades

Cost accounts

See Cost accounts—Oil trade

Oil trade—Continued

Directories

In list under "Directories, Trade, etc." see No. 119, 172, 173, 180

See also Associations—Directories—Oil trade; *also* subhead Directories under: Manufacturers; Petroleum industry

Periodicals

Chemical, color and oil daily. Daily Oil, paint and drug reporter. Mondays Paint, oil and chemical review. Wednesdays

See also Petroleum industry—Periodicals

Old metals. Vickers, C. (In Manlove, G. H. Scrap metals, 1918, p. 217-278)

O'Leary, I. P.

Department store occupations. 1916 (Cleveland education survey) Cleveland 25c

Oleomargarine trade

See also Advertising—Food trade; Butter trade; Commodities of commerce—Uses; Organization and administration; Prices (Market)—Oils—Animal; Prices (Market)—Oleomargarine; *also* notes on Sources of information under Trades

Directories

In list under "Directories, Trade, etc." see No. 119

See also subhead Directories under: Butter trade; Manufacturers

Oman

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

One hundred advertising talks. Freeman, W. C. 1912

One hundred easy window trims. Byxbee pub. co. 1913

One hundred years of American commerce. Depew, C. M. 1895

114 proved plans to save a busy man time. Shaw, A. W., co. 1918

1001 places to sell manuscripts. Kane, W. R. 1915

Opydycke, J. B.

Advertising and selling practice. 1918 Shaw \$2.50

News, ads and sales. 1914 Macmillan \$1.25

Opydycke, J. B., and Drew, C. A.

Commercial letters. 1918 Holt \$1.50

Opera houses. *See* Theatres—Directories

Operation and costs. 1915 (Factory management ser.) Shaw \$2.50

Operation of gas works. Russell, W. M. 1917

Operation of the new bank act. Conway, T. 1914

Optical trade

Opticians. (In Harmsworth business library, v. 7, p. 132-141)

See also Commodities of commerce—Uses; Glass trade; Organization and administration; *also* notes on Sources of information under Trades

Advertising

See Advertising—Optical trade

Directories

In list under "Directories, Trade, etc." see No. 41, 97

See also Associations—Directories—Optical; Jobbing, commission business, etc.—Directories—Optical trade; *also* subhead Directories under: Jewelry trade; Manufacturers

Periodicals

See Jewelry trade—Periodicals

Opticians

Associations

See Associations—Directories—Optical

Directories

In list under "Directories, Trade, etc." see No. 41

See also Optical trade—Directories

Law

See Law—Opticians

Orange Free State

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Oranges

Marketing methods

See Fruit trade—Marketing methods

Orchestras

Directories

In list under "Directories, Trade, etc." see No. 120

See also Musicians—Directories

Orcutt, W. D.

Writer's desk book. 1912 Stokes 60c

Orders

Commercial correspondence

See Commercial correspondence—
Orders

Ores. See Mines and mining

Organ trade

See also Organization and administration; also notes on Sources of information under Trades

Directories

In list under "Directories, Trade, etc."
see No. 100, 181

See also subhead Directories under:
Manufacturers; Music trade; Piano
trade

Periodicals

See Piano trade—Periodicals

Organization and administration

✓ Brisco, N. A. Economics of business.
1913

✓ Business management. (In Business
man's encyclopedia, 1917, v. 4, p. 389-
438)

✓ Business training corporation. How
business is organized; Management.
(In its Course in business essentials,
1916-1918, v. 7 & 12)

Carpenter, C. U. Profit making in shop
and factory management. 1908 (Works
management lib.)

✓ Dicksee, L. R. Business organisation.
1910

✓ Emerson, H. Efficiency as a basis for
operation and wages. 1914 (Works
management lib.)

✓ Ennis, W. D. Works management. 1911

✓ Farnham, D. T. Executive statistical
control. 1917

✓ Galloway, L. Business organization.
1910 (Alex. Ham. inst. Mod. bus. v. 2,
pt. 1)

✓ Gerstenberg, C. W. Principles of busi-
ness. 1918

✓ Gilbreth, L. M. Psychology of manage-
ment; the function of the mind in deter-
mining, teaching and installing
methods of least waste. 1914

✓ Gowin, E. B. Executive and his control
of men; a study in personal efficiency.
1915

Griffith, J. B. Administrative and indus-
trial organization. (In Amer. sch. of
cor. Cyc. of commerce, etc., 1910, v. 1,
p. 11-60)

—Business management; a working
handbook of business practice as ap-
plied to the organization and adminis-
tration of industrial and commercial
enterprises, incl. departmental respon-
sibilities, authorities and methods. 2v
1910

Jones, E. D. Administration of indus-
trial enterprises with special reference
to factory practice. 1916

Kent, W. Investigating an industry; a
scientific diagnosis of the diseases of
management. 1914

Nystrom, P. H. Economics of retailing.
1915

Organization. (In Modern merchandis-
ing, 1910, v. 1)

Parsons, C. C. Business administration;
the principles of business organization
and system, and the actual methods of
business operation and management.
1909

Perrigo, C. O. E. Machine-shop man-
agement. (In Amer. sch. of cor. Cyc.
of commerce, etc., 1910, v. 2, p. 193-250)

Prentice-Hall business information ser-
vice; the best and newest ideas on busi-
ness gathered weekly from every avail-
able source. Prentice-Hall, inc., 70
5th Ave., N. Y. \$75 a year

A loose leaf service giving abstracts and
notes of current business literature appearing
in periodicals, newspapers, pamphlets, books,
etc., ready to file in binders, grouped mainly
for the principal departments of a business firm
in the following sections: Accounting; Adver-
tising and selling; Banking, exchange and pub-
lic finance; Credits and collections; Employ-
ment; Financing; Foreign trade; Industrial and
commercial relations; Management; Office man-
agement; Personal efficiency; Purchasing and
stores; Transportation. Paid research work.
Books, periodicals and copies of articles analyzed
furnished at cost.

Robinson, M. H. Organizing a business.
1915

Sparling, S. E. Introduction to business
organization. 1906

Spencer, H. Commercial organization of
engineering factories; a handbook to
commercial engineering, being an ex-
position of modern practice with forms
and precedents for the use of directors,

Organization and administration—Cont

secretaries, managers, accountants, cashiers, and all students of industrial economy. 1907

See also Business—Research; Business—Training employees in; Corporations; Corporations—Finance; Corporations—Organization and administration; Depreciation; Employees; Employers' liability; Executive methods and policies; Law—Corporations; Market analysis; Marketing methods; Price maintenance; Profit sharing; Salaries; Scientific management; Statistics; Suggestion systems; Vacations; Valuation; Wages

FOR ORGANIZATION AND ADMINISTRATION OF SPECIFIC DEPARTMENTS *See also* Accounting department—Management; Advertising—Management; Buying (for retail); Collecting of accounts; Correspondence department—Management; Employment problems; Export trade—Technique; Filing department—Management; Offices—Management; Purchasing; Sales—Management; Stenographic department—Management; Stockkeeping—Factories; Stockkeeping—Retail stores; Traffic management; Welfare work

FOR ORGANIZATION AND ADMINISTRATION OF SPECIFIC TRADE OR BUSINESS *See also* subhead Organization and administration under: Electric light and power companies; Gas companies; Insurance; Insurance—Accident; Insurance—Fire; Insurance—Industrial; Insurance—Life; Machine shops; Public service corporations; Railroads

FOR ORGANIZATION AND ADMINISTRATION OF SPECIFIC KIND OF BUSINESS ENTERPRISE *See also* Cooperative stores; Factories—Organization and administration; Jobbing, commission business, etc.; Mail order business; Retail stores—Management; Retailing

Bibliography

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Gowin, E. B. Books for the business man. (In his Developing executive ability, 1919, p. 470-476)

See also subhead Bibliography under Efficiency—Industrial

Periodicals

See subhead Periodicals under: Factories—Organization and administration; Mail order business; Retail stores

Organization and management of business corporations. Clephane, W. C. 1913 ✓

Organizations. *See* Associations

Organized banking. Agger, E. E. 1918

Organizing a business. Robinson, M. H. 1915 ✓

Organizing for increased sales. 1919 (Shaw selling series) Shaw \$2.50

Origin of the national banking system. Davis, A. M. 1910-11

Orr, E. G.

Real estate brokers' cyclopedia. 1911 Stewart \$3.50

Orwin, C. S.

Determination of farming costs. 1917 Oxford \$2

Oska mercantile steamship co., ltd., Osaka, Japan

Official guide for shippers, and travellers to the principal ports of the world. Annual

Osborn, A. F.

Brass tacks of advertising. 1915 Buffalo ad. club, Lafayette Hotel, Buffalo, N. Y. \$2

Ostrander, W. M.

Simplex plans for selling real estate. 1917 Simplex \$5

Overhead expense and percentage methods. Baillet, H. F. 1915

Overlach, T. W.

Foreign financial control in China. 1919 Macmillan \$2

Owen, D.

Ocean trade and shipping. 1914 Putnam \$3.25

Owen, R. L.

Federal reserve act. 1919 Century \$1

P

"P., Q."

How to buy life insurance. 1906 Doubleday \$1.20

Pacific coast association of port authorities
Report and proceedings.

Pacific Islands**Directories**

See lists under Directories—Foreign-
 eign; Directories—Foreign, with sub-
 division for proper continent

Packard motor car co.

Packard advanced training school, lecture
 course 1919. 1919 Packard \$5

Packing for shipment. See Export trade—
 Technique; Shipment of goods

Packing trade

See also Commodities of commerce—
 Uses; Prices (Market—Meats, and
 subdivisions; Statistics—Manufactures;
 subheads under Canning trade; Organ-
 ization and administration; also notes
 on Sources of information under
 Trades

Directories

In list under "Directories, Trade, etc."
 see No. 12, 223

See also subhead Directories under:
 Canning trade; Manufacturers

Marketing methods

Coulter, J. L. Production and market-
 ing of animals for meat. (In his Co-
 operation among farmers, 1914, p. 76-
 110)

Dalton, R. W. Frozen meat. (In Harms-
 worth business library, v. 3, p. 100-105)

Page, E. D.

Trade morals. 1914 Yale \$1.50

Page, E. D., and others

Morals in modern business. 1909 Yale
 \$1.25

Page, E. T.

Advertising. 1903 Publicity

Pagé, V. W., and Montariol, P.

Glossary of aviation terms. 1917 Henley
 \$1

Page, W. K.

Preparation and care of mailing lists. 1914
 Addressograph

Paine, P. M., and Stroud, B. K.

Oil production methods. 1913 Western
 eng. \$3

Paint trade

Smith, J. C. Economic considerations.
 (In his Manufacture of paint, 1901, p.
 185-196)

See also Commodities of commerce—
 Uses; Organization and administration;
 Prices (Market)—Paints and pigments;
 and other subdivisions of Prices (Mar-

ket); Statistics—Manufactures; also
 notes on Sources of information under
 Trades

Cost accounts

See Cost accounts—Paint trade

Directories

See Manufacturers—Directories

Periodicals

Oil, paint and drug reporter. Mondays
 Paint, oil and chemical review. Wednes-
 days

Salesmanship

See Salesmanship—Paint trade

Painting and decorating trade

Painters and decorators. (In Harms-
 worth business library, v. 7, p. 142-154)
 Vanderwalker, F. N. Estimates, costs
 and profits for house painting and in-
 terior decorating. 1917

See also Building trades; Commodi-
 ties of commerce—Uses; Organization
 and administration; Prices (Market)—
 Paints and pigments; and other sub-
 divisions of Prices (Market); also notes
 on Sources of information under
 Trades

Advertising

See Advertising—Painting and decor-
 ating trade

Cost accounts

See Cost accounts—Painting and
 decorating trade

Pan American commerical conference

Proceedings; 1911, 1919. Pan Amer.

Pan American financial conference

Proceedings. Supt. of doc. \$1

**Pan American scientific congress, 2d,
Washington, D. C.**

Transportation, commerce, finance and
 taxation. 1917 (Proceedings, section 9,
 v. 11) Supt. of doc. 75c

Pan American union

Commercial nomenclature. 2v 1894

Panama**Directories**

See lists under Directories—Foreign;
 Directories—Foreign, with subdivision
 for proper continent

Panics

This is one of several subjects not concerned
 with methods, but on which information is oc-
 casionally needed in the transaction of business;
 therefore, a few books for reference use are listed.
 For more material, see subhead Bibliography un-
 der this subject.

Panics—Continued

Bilgram, H. Cause of business depressions. 1914

Burton, T. E. Financial crises and periods of industrial and commercial depression. 1912

Juglar, J. C. Brief history of panics and their periodical occurrence in the U. S.; tr. and ed. with an introduction and brought down from 1889 to date, by D. W. Thom. 1916

See also Business—Barometers (theory); Capital; Economics; Prices; Speculation

Bibliography

Williams, H. Bibliography. (In Burton, T. E. Financial crises and periods of depression, 1912, p. 347-377)

Paper box trade

Denham, R. S. Manual of cost engineering and estimating for paper box manufacturers; with addenda by Joint cost committee. 1917

See also Associations—Directories—Paper box trade; Commodities of commerce—Uses; Organization and administration; Paper trade; Prices (Market), with subdivisions; *also* notes on Sources of information under Trades

Cost accounts

See Cost accounts—Paper box trade

Directories

In list under "Directories, Trade, etc." see No. 135, 153, 177

See also Associations—Directories—Paper box trade; *also* subhead Directories under: Manufacturers; Paper trade; Waste trade

Periodicals

American box maker. Monthly

Package advertiser; a journal of information and reference for large buyers of containers, equipment and supplies for the packaging and shipping departments. 15th of each month

See also subhead Periodicals under: Container trade; Paper trade

Paper money. *See* Money

Paper trade

Report on the news-print paper industry. 162p 1917 (U. S. Federal trade commission) Supt. of doc. 100

See also Associations—Directories—Paper trade; Book trade; Commodities

of commerce—Uses; Newspaper business; Organization and administration; Paper box trade; Prices (Market)—Paper; Prices (Market)—Waste; and other subdivisions of Prices (Market); Printing business; Stationery trade; Statistics—Manufactures; *also* notes on Sources of information under Trades

Bibliography

Paper research literature; a list of contributions by members of the U. S. Forest service, Forest products laboratory, 1910—1918, with an appendix of contributions by other members of the service, 1877-1918; E. L. Matthews, comp. (In Paper, 117 E. 24th St., N. Y., v. 24, p. 15-20, Ap. 30, '19; single numbers 25c)

Cost accounts

See Cost accounts—Paper trade

Directories

In list under "Directories, Trade, etc." see No. 135, 162, 177, 191

See also Associations—Directories—Paper trade; Jobbing, commission business, etc.—Directories—Paper trade; *also* subhead Directories under: Book trade; Fiber trade; Manufacturers; Newspaper business; Paper box trade; Periodicals; Printing business; Publishing trade; Stationery trade; Waste trade

Periodicals

Paper; a weekly technical journal for paper and pulp mills. Weekly

Paper trade journal; the international weekly of the paper and pulp industry. Thursdays

See also subhead Periodicals under: Container trade; Paper box trade

Papua (Territory of)**Directories**

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Paragraph letters. *See* Commercial correspondence—Form (paragraph) letters

Paraguay

Anuario; guía general del Paraguay. Francisco Gröwell & cia., Casilla de Correo 603, Asunción, Paraguay

Argentine year book; with short chapters on the republics of Uruguay, Paraguay and Chile.

Paraguay—Continued

Koebel, W. H. Paraguay. 1917

See also Latin America; Law—Foreign; South America; Statistics

Directories

See lists under Directories—Foreign, Directories—Foreign, with subdivision for proper continent

Parasols. See Umbrella trade

Parcel post

Rates

Getzler's transportation rates; freight, express, parcel post, passenger, telephone, telegraph from New York, Philadelphia, Boston to all principal cities in the U. S. and Canada and quoting over 300,000 rates to additional points.

Getzler's transportation rates; freight rates, express and parcel post rates from New York, Philadelphia, Boston, Baltimore, Chicago, St. Louis, Cleveland, Detroit; also through freight rates between the cities of the central, middle and New England states.

U. S. official postal guide. Annual, with monthly supplements U. S. Post office department, Washington, D. C. \$1, with supplements; 65c, without supplements

See also Postal service

Paris, B. J.

Hardware advertising for the retailer. 1913 Williams \$2.50

Parker, J. S.

Corporation manual. Annual. Corp. man. co. \$10

Parker, W. W.

Salary and wage tables. 1913 Supt. of doc.

Parkhurst, F. A.

Applied methods of scientific management. 1912 Wiley \$2

Predetermination of true costs. 1916 Wiley \$1.25

Science of management. 1918 Parkhurst \$3

Symbols. 1917 Wiley \$2

Parks

Directories

In list under "Directories, Trade, etc." see No. 13

See also subhead Directories under: Architects' offices—Landscape; Botanical gardens; Officials

Parliamentary practice

Bolles, A. S. Bolles' manual for business corporation meetings; founded on the judicial interpretation of the rules of parliamentary law, applicable to all the states of the Union and to Canada; with an appendix containing the rules of parliamentary law. 1918

Cushing, L. S. Manual of parliamentary practice for deliberative assemblies and rules of procedure in business corporation meetings. 1914

Parsons, C. C.

Business administration. 1909 System \$3
Office organization and management. 1917 LaSalle \$2.50

Parsons, F. A.

Principles of advertising arrangement. 2nd ed 1913 Pitman 6s

Parsons, T.

Laws of business for all the states and territories of the Union and the Dominion of Canada. 1914 Scranton \$4

Partnership—corporation insurance as business protection. Hoyt, W. D. 1914 ✓

Partnerships

Conyngton, T. Manual of partnership relations. 1905 ✓

Dicksee, L. R. Business organisation. 1910 ✓

See also Organization and administration

Accounting

See Accounting—Partnerships

Law

See Law—Corporations; Law—Partnerships

Patents

Avram, M. H. Patenting and promoting inventions. 1918

Cresee, F. A. Practical pointers for patentees; information and advice on the sale of patents; an elucidation of the best methods employed by the most successful inventors in handling their inventions. 1901

Edelman, P. E. Inventions and patents. 1915 (Includes bibliography)

Elfreth, W. H. Patents, copyrights and trade-marks. 1913

Hutchinson, W. B. Patents and how to make money out of them. 1899

Prindle, E. J. Patents as a factor in manufacturing. 1908 (Works management lib.)

Patents—Continued

Rules of practice in the U. S. Patent office. (U. S. Patent office) Supt. of doc. Thomson, H. C. Patents, trade marks, design patents. 1913

United States Patent office publishes specifications and drawings of patents in single copies which may be obtained at 5c each.

See also Law—Patents and trade marks; Trade marks and trade names

Periodicals

Official gazette of the United States Patent office containing patents, trade-marks, designs and labels. Tuesdays

See also Trade marks and trade names—Periodicals

Paterson, G. W. L.

Wiring calculations for electric light and power installations. 1912 Scott, Greenwood \$2

Paton, W. A., and Stevenson, R. A.

Principles of accounting. 1917 Wahr \$2.75

Principles of accounting. 1918 Macmillan \$3.25 (Rearrangement and enlargement of book published by Wahr under same title.)

Patron, M.

Bank of France in its relation to national and international credit. (Nat. monetary com.) (61st Cong., 2d sess., Sen. doc. 494) Supt. of doc. 20c

Pattern shops

See also Organization and administration; *also* notes on Sources of information under Trades

Directories

In list under "Directories, Trade, etc." see No. 179

See also subhead Directories under: Foundry trade; Machine shops; Machinery trade; Manufacturers; Metal trade

Patterson, E. L. S.

Domestic and foreign exchange. 1917 (Alex. Ham. inst. Mod. bus. v. 17) Alex. Ham. inst.

Pawnbroking business

Levine, S. W. Business of pawnbroking; a guide and a defence. 1913

See also Law; Organization and administration; *also* notes on Sources of information under Business

Payne, D. W.

Founder's manual. 1917 Van Nostrand \$4

Payne, F. M., pseud. See Carey, T. J.

Peabody, C. H.

Tables of the properties of steam and other vapors and temperature-entropy table. 1914 Wiley \$1

Peace and business. Marcossou, I. F. 1919

Pease, F. F.

Modern shipbuilding terms, defined and illustrated. 1918 Lippincott \$2

Peddle, J. B.

Construction of graphical charts. 1910 McGraw \$1.50

Peele, R.

Mining engineers' handbook. 1918 Wiley \$6

Peirce, F.

Human side of business. 1917 Peirce \$2

Pender, H.

American handbook for electrical engineers. 1914 Wiley \$6

Penniman, H. G.

Manual of fidelity insurance and corporate suretyship. 1911 Spectator \$2

Pensions. *See* Insurance—Industrial; Insurance—State and compulsory

People's banks. Wolff, H. W. 1910

Pepper, C. M.

American foreign trade. 1919 Century \$2.50

Perim

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Perine, E. T.

American trust companies. 1909 Audit. Story of the trust companies. 1916 Putnam

Periodical advertising. *See* Advertising—Mediums

Periodicals

Periodicals are listed under subject throughout this book. *See* subhead "Periodicals" under subject.

Periodicals dealing in whole or in part with retail business have the words "(Retail)" or "(also Retail)" added to the title in parentheses.

The following abbreviations have been used after the title of periodicals to show where they are regularly indexed: Bus. data bur.—Business data bureau service; Bus. digest—Business digest; P. A. I. S.—Public affairs information service; Ind. arts—Industrial arts index; Readers' guide. (For pub., price, etc., see list in this book under "Periodicals—Indexes")

Periodicals—Continued

The following information when given on imprint page of periodicals has been added to entries: Day of week or month on which published; Publication of its own Indexes.

- Accountant, the recognized weekly organ of chartered accountants and accountancy throughout the world. 34 Moor-gate Place, London £1 16s Saturdays Indexed by P. A. I. S.
- Advertising age and mail order journal. 64 W. Randolph St., Chicago. \$1 20th of each month Indexed by Bus. data bur., Prentice-Hall
- Advertising and selling. 131 East 23rd St., New York \$3 Weekly. Indexed by Bus. digest, Bus. data bur.
- Advertising world; a publication for the retail advertiser and for the manufacturer of the goods he sells. (also Retail) 33 W. Gay St., Columbus, Ohio \$1 15th of each month
- American box maker. 110 S. Dearborn St., Chicago \$2 Monthly
- American carpet and upholstery journal. 41 Union Square, W., N. Y. \$2 10th of each month
- American contractor; the business journal of construction. 6 N. Michigan Ave., Chicago \$10, with "Building and construction news section," \$3, for editorial edition without "Building and construction news section." Saturdays Indexed by P. A. I. S.
- American economic review. Princeton, N. J. \$5 including membership. Quarterly, March, etc. Indexed by Bus. data bur., Bus. digest, P. A. I. S., Prentice-Hall, Readers' guide. Index comes separately (Jan.-Dec.)
- American export monthly, illustrated; devoted to manufactures of the United States for export trade exclusively. 44 Whitehall St., N. Y. Every fourth Saturday Indexed by Prentice-Hall
- American exporter; a monthly journal of foreign trade. 17 Battery Place, N. Y. \$4 Monthly Indexed by Bus. digest, Prentice-Hall
- American goods and foreign markets. 140 Broadway, N. Y. Semi-monthly Indexed by Prentice-Hall
- American hatter. (also Retail) 1182 Broadway, N. Y. \$4 Monthly
- American industries; the manufacturers' magazine. 30 Church St., N. Y. \$1 Monthly. Indexed by Bus. data bur., Bus. digest, Ind. Arts, P. A. I. S.
- American lumberman. (also Retail) 431 S. Dearborn St., Chicago \$4 Weekly Indexed by Ind. Arts
- American metal market and daily iron and steel report. 81 Fulton St., N. Y. \$10 Daily except Saturday
- American Roumanian chamber of commerce service bulletin. Woolworth Building, N. Y.
- American-Russian chamber of commerce; service bulletin. Woolworth Building, N. Y. Free. Weekly
- American silk journal. 373 Fourth Ave., N. Y. \$3. Canada \$2.50 First of each month Indexed by Prentice-Hall
- American stationer and office outfitter; devoted to the interests of stationery, specialties, novelties, office appliances. (also Retail) 10 East 39th St., N. Y. \$2 Saturdays
- Americas. National City Bank, N. Y. Free Monthly Indexed by Bus. digest, P. A. I. S., Bus. data bur., Prentice-Hall
- Anglo-American trade. 8 Waterloo Place, London, S. W. 1 \$2.50 Monthly
- Annalist; a magazine of finance, commerce and economics. Times Square, N. Y. \$4 Mondays Indexed by Bus. digest, P. A. I. S., Bus. data bur., Prentice-Hall
- Asia; journal of the American Asiatic association. 627 Lexington Ave., N. Y. \$3 Monthly Indexed by P. A. I. S., Readers' Guide
- Associated advertising. Merchants Bank Building, Indianapolis, Ind. \$1.50 Monthly Indexed by Bus. data bur., Bus. digest, Prentice-Hall
- Automobile trade journal. (also Retail) Market and 49th Sts., Philadelphia \$1 Monthly Indexed by Prentice-Hall
- Automotive industries, the automobile. 231-241 W. 39th St., N. Y. \$3 Weekly Indexed by Ind. arts, P. A. I. S., Bus. data bur. Separate index (Jan.-Je., Jly.-Dec.)
- Baker's review. (also Retail) 1642 Woolworth Building, N. Y. U. S., Canada, Mexico, Cuba \$2, elsewhere \$3 Monthly
- Bakers weekly. (also Retail) 41 Park Row, N. Y. \$2 Saturdays

Periodicals—Continued

- Bankers magazine. 253 Broadway, N. Y.
\$5 Monthly Indexed by Bus. data bur.,
Bus. digest, P. A. I. S., Prentice-Hall
- Better business. 605 Confederation Life
Building, Winnipeg, Man. \$1 Monthly
Indexed by P. A. I. S.
- Better letters association bulletin. H. N.
Rasely, Norton Co., Worcester, Mass.
Individual membership, \$5; firms doing
business of \$10,000,000 and over, \$50;
under \$10,000,000, \$25 (with additional
copies) Semi-monthly
- Better letters bulletin. Easton, Pa. \$48
Weekly
- Better selling bulletin. Easton, Pa. \$48
Weekly
- Board of trade journal and commercial
gazette. Imperial House, Kingsway,
London, W. C. 2 6d per copy Weekly
Indexed by Bus. digest, P. A. I. S.,
Bus. data bur. Separate index (Jan.-Je.,
Jly.-Dec.)
- † Book review digest. 958-964 University
Ave., N. Y. \$10 Monthly
- Bookseller & stationer and office equip-
ment journal. (also Retail) 143-153
University Ave., Toronto, Canada \$1.50
Monthly
- Bookseller, newsdealer and stationer.
156 Fifth Ave., N. Y. \$1.25; Canada
\$1.50; foreign \$1.75 Semi-monthly In-
dexed by Prentice-Hall
- Boot and shoe recorder. (Retail) 207
South St., Boston \$3.50 Saturdays
- Bradstreet's; a journal of trade, finance,
and public economy. 346-348 Broad-
way, N. Y. \$5 Saturdays Indexed by
Bus. digest, Bus. data bur.
- Building supply news. 610 Federal St.,
Chicago \$2 Every other Tuesday
- Buildings and building management. 139
N. Clark St., Chicago \$3 Monthly
- ✓ Bulletin of bibliography. 83 Francis St.,
Boston \$2 Quarterly Index published in
last no. of vol.
- Bulletin of Far Eastern bureau. 13 Astor
Place, N. Y. Every two weeks
- Bulletin of the National wholesale gro-
cers association of the United States.
6 Harrison St., N. Y. \$12 Monthly
- Bulletin of the Pan American union. 17th
and B Sts., N. W., Washington, D. C.
\$2.50 Monthly Indexed by Bus. digest,
- Readers' guide, P. A. I. S., Bus. data bur.,
Prentice-Hall Separate index (Jan.-Je.,
Jly.-Dec.)
- Bulletin of the United States trademark
association. 187-189 College St., Bur-
lington, Vt. \$10 Monthly
- ✓ Business books; an index to recent books
and articles in magazines of interest to
business men. Public Library, St. Paul,
Minn. Monthly
- Business-building letter service; a weekly
bulletin on business correspondence.
Box 333, Akron, Ohio. \$10 Weekly
- Business data weekly. Indianapolis, In-
diana. Free to subscribers to Business
data service. Weekly
- Businss digest and investment weekly.
241 W. 37th St., N. Y. \$5 Weekly In-
dexed by P. A. I. S., Prentice-Hall
- Candy and ice cream; a trade journal for
confectioners. (also Retail) 105 W.
40th St., N. Y. \$2 Monthly
- Carpet and upholstery trade review and
the rug trade review. 31 E. 17th St.,
N. Y. \$3 1st and 15th of each month
- Catalogue of copyright entries: pt 1
group 1 Books; issued 3 times a week;
pt 1 group 2 Pamphlets, leaflets, contri-
butions to newspapers or periodicals,
etc., lectures, sermons, addresses for
oral delivery, dramatic compositions,
maps and motion pictures; issued
monthly. Supt. of doc., Washington,
D. C. \$1
- Chemical age; a consolidation of Chemi-
cal engineer and Chemical age. 118
East 28th St., N. Y. \$3, foreign \$4 &
\$5 Monthly
- Chemical, color & oil daily. 117 Cham-
bers St., N. Y. \$10 Daily
- Chicago banker; a weekly paper devoted
to the banking and financial interests
of the middle west. 431 S. Dearborn
St., Chicago \$5 Weekly
- Clothier and furnisher. (Retail) 13 Astor
Place, N. Y. \$2 1st of each month
- Coal age; with which is consolidated Col-
liery engineer. 10th Ave., and 36th St.,
N. Y. U. S., Mexico, Cuba, Porto
Rico, Hawaii, the Philippines, \$3; Can-
ada, \$4; elsewhere, \$5 Weekly Indexed
by Bus. data bur., Ind. arts
- Comercio. 114 Liberty St., N. Y. \$3
Monthly

Periodicals—*Continued*

Commerce and finance. 65 Broadway, N. Y. \$5 Wednesdays Indexed by P. A. I. S., Prentice-Hall

Commerce reports; daily consular and trade reports, supplements and index. Supt. of doc., Washington, D. C. \$2.50 Daily Indexed by Bus. digest, P. A. I. S., Bus. data bur., Prentice-Hall

Commercial America; for the purpose of carrying to buyers throughout the world reliable information concerning American manufactures. 34th St., below Spruce, Philadelphia \$2 Monthly Indexed by Bus. digest, P. A. I. S., Bus. data bur.

Commercial & financial chronicle. 138 Front St., N. Y. \$10 Weekly Indexed by Bus. digest, Prentice-Hall Separate index (Jan.-Mar., Apr.-Je., Jly.-Sept., Oct.-Dec.) Special sections:—Bank and quotation, monthly; Elec. railway, Jan., May, Sept.; Railway and industrial, last Sat. of Feb., Je., Oct.; Railway earnings, monthly; State and city, last Saturday of May and Nov.

Commercial car journal. Market and 49th Sts., Philadelphia \$1 15th of each month

Commercial west; a weekly journal devoted to banking, investments, insurance, grain. Suite 409 Globe Building, Minneapolis, Minn. \$5 Saturdays Indexed by P. A. I. S.

Confectioners journal. 411-413 Walnut St., Philadelphia \$3; Canada, \$3.50; foreign, \$4 1st of each month

Credit men's journal. 605 Confederation Life Building, Winnipeg, Man. \$2 Monthly Indexed by P. A. I. S.

Credit monthly. 41 Park Row, N. Y. \$1 Monthly Indexed by Bus. data bur., Bus. digest, P. A. I. S.

Cuba review. 82-92 Beaver St., N. Y. \$1 Monthly

Daily weather map. Supt. of doc., Washington, D. C. \$3 Daily

Delaware corporations. Sec. of State, Wilmington, Del. Monthly

Direct advertising; and sample book of standard mill-brand papers. P. O. Box 2828, Boston \$2 Quarterly Indexed by Bus. digest

Druggists circular; a practical journal of pharmacy and general business organ

for druggists. (Retail) 100 William St., N. Y. \$1.50 Monthly

Dry goods economist; the merchants' newspaper. 231 W. 39th St., N. Y. \$6 Saturdays Indexed by Bus. data bur. Prentice-Hall

Dry goods merchants trade journal. (Retail). 725 Grand Ave., Des Moines, Ia. \$3, Canada and foreign, \$3.60 Monthly Indexed by Prentice-Hall

Dun's international review; a journal for the promotion of international trade. 290 Broadway, N. Y. \$3 Monthly Indexed by Prentice-Hall

Dun's review; a journal of finance and trade. 290 Broadway, N. Y. \$2 Saturdays Indexed by Bus. digest, Bus. data bur., Prentice-Hall

Eastern commerce; with which is incorporated "Commercial Japan"; the trade journal of the Far East. 25 Water St., Yokohama, Japan Yen 6.00 (Gold, \$3.00 or 13s) 28th of each month Indexed by P. A. I. S.

Eastern underwriter; a weekly newspaper interpreting the true spirit of insurance. 105 William St., N. Y. \$3 Weekly

Economic world. 128 Water St., N. Y. \$4 Saturdays Indexed by Bus. digest, P. A. I. S., Bus. data bur., Prentice-Hall Separate index (Jan.-Je., Jly.-Dec.)

✓Editor & publisher. 64 Park Row, N. Y. \$3 Thursdays Indexed by Bus. data bur.

Electrical merchandising; the monthly magazine of the electrical trade. (also Retail) 10th Ave. at 36th St., N. Y. \$2 15th of each month Indexed by Bus. data bur., Prentice-Hall

Electrical world. 10th Ave. at 36th St., N. Y. \$5 Weekly Indexed by Ind. arts

Engineering and contracting. 608 S. Dearborn St., Chicago \$3 Wednesdays Indexed by Ind. arts, P. A. I. S.

Engineering news-record; a consolidation of Engineering news and Engineering record, with which is incorporated the Contractor. 10th Ave. at 36th St., N. Y. \$5 Weekly Indexed by Ind. arts, Bus. data bur.

Export American industries. 30 Church St., N. Y. \$3 Monthly Indexed by Bus. digest, P. A. I. S., Bus. data bur.

Periodicals—Continued

Export trade and exporters' review; a weekly news magazine for exporters and manufacturers. 150 Nassau St., N. Y. \$3 Weekly Indexed by Prentice-Hall

Exportador Americano; revista mensal do commercio de exportação. 17 Battery Place, N. Y. \$5 Monthly

Exportador Americano; revista mensual ilustrada de comercio, industria, automovilismo, ciencia y arte. 17 Battery Place, N. Y. \$5 Monthly

Exportateur Américain. 17 Battery Place, N. Y. \$5 Monthly

Exporters and importers journal with American price current. 17 State St., N. Y. \$5 Monthly Indexed by Prentice-Hall

Exporters' review. (Combined with Export trade, which see)

Exports of principal domestic breadstuffs, cottonseed oil, principal meat and dairy products, cotton and mineral oils from the United States. Supt. of doc., Washington, D. C. Monthly

Factory; the magazine of management. Wabash Ave., and Madison St., Chicago \$3 Monthly Indexed by Bus. data bur., Bus. digest, Ind. arts, P. A. I. S., Prentice-Hall

Facts about sugar; devoted to American sugar production. 82 Wall St., N. Y. \$3 Monthly Indexed by P. A. I. S.

Far Eastern fortnightly; bulletin of the Far Eastern bureau. 13 Astor Pl., N. Y. Semi-monthly Indexed by P. A. I. S.

Far Eastern review; engineering, finance, commerce. 5 Jinkee Road, Shanghai, China \$4 Monthly Indexed by Bus. data bur., P. A. I. S., Prentice-Hall

Federal reserve bulletin. Supt. of doc., Washington, D. C. \$2 Monthly Indexed by Bus. data bur., Bus. digest, P. A. I. S., Prentice-Hall

Feedingstuffs, including flour, grain and allied products. 1642 Woolworth Building, N. Y. \$2 Monthly

Fibre and fabric. 127 Federal St., Boston \$2; Canada \$2.50; foreign \$4 Saturdays

Filing. 320 Broadway, N. Y. \$2 Monthly Indexed by Bus. data bur., P. A. I. S., Prentice-Hall

Financial age. 2 Rector St., N. Y. \$5 Saturdays Indexed by Prentice-Hall

Financial America. 40 Stone St., N. Y. \$6 Daily except Sundays

Financial and business conditions in the United States. 140 Broadway, N. Y. Semi-monthly Indexed by Prentice-Hall

Five and ten cent and variety store magazine; a business publication for up-to-date storekeepers dealing in popular priced merchandise retailing from 5c to \$1. (Retail) Gerke Building, Cincinnati, Ohio. \$2 Monthly, Indexed by Prentice-Hall

Forbes magazine. 299 Broadway, N. Y. \$3 Every two weeks Indexed by Bus. data bur., Bus. digest, P. A. I. S., Prentice-Hall

Foreign tariff notes. Supt. of doc., Washington, D. C. 10c a copy Quarterly

Foreign trade bulletin. 65 Broadway, N. Y. Free Bi-monthly Indexed by Bus. data bur., Prentice-Hall

Foreign trade record. National City Bank, N. Y. Free Weekly

Fourth estate; a newspaper for the makers of newspapers and investors in advertising. 232 W. 59th St., N. Y. \$4 Saturdays Indexed by Bus. data bur.

Fur trade review; the oldest publication of its kind in the world; founded 1873. 1181 Broadway, N. Y. \$3; Canada \$3.50; foreign \$4 Monthly Indexed by Prentice-Hall

Geographical review. Broadway at 156th St., N. Y. \$5 Monthly Indexed by P. A. I. S.

Glassworker; America's glass trade newspaper (formerly Commoner and glassworker). P. O. Box 555, Pittsburgh, Pa. \$3; Canada \$3.50; foreign \$4 Saturdays

Haberdasher. (Retail) 225 Fifth Ave., N. Y. \$3 1st of each month

Hacienda. Sidway Building, Buffalo, N. Y. \$3 Monthly

Hardware dealers' magazine. (Retail) 253 Broadway, N. Y. \$1.50 Monthly

Hardwood record. 537 S. Dearborn St., Chicago \$2 10th and 25th of each month

Harness gazette; devoted to the interests of harness makers throughout the U. S. and Canada. 11 Liberty St., Utica, N. Y. \$1; Canada \$1.50; foreign \$2 Monthly

Hide and leather. 136 W. Lake St., Chicago \$5 Weekly

Periodicals—Continued

I. B. A. of A. bulletin. 111 W. Monroe St., Chicago Monthly Indexed by P. A. I. S.

India rubber world. 25 W. 45th St., N. Y. \$3 1st of each month Indexed by Bus. data bur.

Industrial arts index; a cumulative index to engineering and trade periodicals. 958-964 University Ave., N. Y. (Full information in regard to the subscription price will be supplied on request.) Monthly except July and November Indexed by P. A. I. S.

Industrial Canada; official publication of the Canadian manufacturers association (incorporated), and devoted to the advancement of the industrial and commercial prosperity of Canada. 1404 Bank of Hamilton Building, Toronto, Canada. \$2 Monthly

Industrial management; the engineering magazine. 6 E. 39th St., N. Y. \$3 Monthly Indexed by Bus. data bur., Ind. arts, P. A. I. S., Prentice-Hall, Readers' guide

Industrial news survey, and supplement. 15 Beacon St., Boston \$2 Weekly Indexed by P. A. I. S.

Insurance advocate; issued in the interest of sound insurance. 55 John St., N. Y. \$3 Weekly

Insurance law journal. 100 William St., N. Y. \$10 15th of each month

Insurance monitor. 100 William St., N. Y. U. S., Canada and Mexico \$2, other countries \$2.50 Monthly

Insurance register. 805 Drexel Building, Philadelphia \$3 Monthly

Insurance world. 421 Wood St., Pittsburgh, Pa. \$3 Tuesdays

Internal revenue review. 205-206 Marine Bank Building, Baltimore, Md. \$2 Monthly Indexed by P. A. I. S. Separate index (Oct.-Sept.)

International crop report and agricultural statistics. International Institute of Agriculture, Rome 6 francs Saturday nearest to the 20th of the month

International trade developer; supplement. 168 N. Michigan Ave., Chicago \$5 Monthly

Interstate commerce commission reports, decisions of the Interstate commerce commission of the U. S. Supt. of doc.,

Washington, D. C. Bound vols \$1.50 each Advance sheets published at irregular intervals. \$1

Investors' book of booklets. 31 Nassau St., N. Y. \$2 Monthly Indexed by Prentice-Hall

Investor's pocket manual; current statistics, records and high and low prices of stocks and bonds of railroad, industrial and mining corporations, also grain, cotton, coffee and provisions. 116 Broad St., N. Y. Monthly

Iron age. 239 W. 39th St., N. Y. \$5 Thursdays Indexed by Bus. data bur., Ind. arts, Prentice-Hall

Japan trade bulletin. 165 Broadway, N. Y. Monthly

Jewelers' circular; with which are consolidated American horological journal, the Jewelers' weekly, the Jewelers review. 11 John St., N. Y. \$3 Wednesdays

Journal of accountancy. 20 Vesey St., N. Y. \$3 Monthly Indexed by Bus. digest, Ind. arts, Bus. data bur., Prentice-Hall

Journal of applied psychology. 950 Main St., Worcester, Mass. \$4 Quarterly Indexed by P. A. I. S. Separate index (Jan.-Dec.)

Journal of commerce and commercial bulletin. 32 Broadway, N. Y. \$15 Daily except Sundays and holidays Indexed by Bus. digest

Journal of electricity. 171-173 Second St., San Francisco \$2.50 Semi-monthly Indexed by Ind. arts

Journal of the American bankers association. 5 Nassau St., N. Y. \$2 Monthly Indexed by Bus. data bur., Bus. digest, Prentice-Hall Separate index (Jly.-Je.)

Judicious advertising; a magazine of general advertising principles and review. Madison St., and Wabash Ave., Chicago \$1.50 Monthly Indexed by Bus. data bur., Prentice-Hall. Index appears in January issue.

Labor market bulletin. Bureau of Statistics and Information of New York State Industrial Commission, Albany, N. Y. Monthly

Labour gazette. Imperial House, Kingsway, London, W. C. 2 1d per issue Monthly Separate index (Jan.-Dec.)

Periodicals —Continued

- Labour gazette (Canada). Department of Labour, Ottawa, Canada 20c Monthly in English and French
- Life association news; official organ of the National association of life underwriters. 56 Pine St., N. Y. Association members, \$1 non-members, \$2 Monthly
- Life insurance independent; a monthly journal devoted exclusively to life insurance. 38 Park Row, N. Y. \$2 Monthly
- Magazine of Wall Street. 42 Broadway, N. Y. \$5 Every other Saturday Indexed by Bus. digest, Bus. data bur., P. A. I. S., Prentice-Hall Separate index (Oct.-Apr., Apr.-Sept.)
- Mail order news; with which is merged the Mail order business builder, Parcel post news, and "Opportunity", the American agents' magazine. Newburgh, N. Y. \$3.50 Monthly except July and August
- Mailbag; a journal of direct mail advertising. 1800 E. 40th St., Cleveland, Ohio \$1 Monthly Indexed by Bus. data bur., Prentice-Hall Separate index (Apr.-Apr.)
- Manufacturers record; devoted to the upbuilding of the nation through the development of the South and Southwest as the nation's greatest material asset. Commerce and Water Sts., Baltimore, Md. \$6.50 Thursdays Indexed by P. A. I. S., Prentice-Hall
- Manufacturing jeweler; a weekly journal for retail, wholesale and manufacturing jewelers. 42 Weybosset St., Providence, R. I. New England, New York, New Jersey, Pennsylvania and Delaware \$1.50, all other states \$2 Thursdays
- Marine news. 16 Beaver St., N. Y. \$4 Monthly Indexed by P. A. I. S., Prentice-Hall
- Merchants record and show window, an illustrated monthly journal for merchants, display managers and advertising men. (Retail) 431 S. Dearborn St., Chicago \$3 Monthly
- Metal industry; with which are incorporated the Aluminum world, Copper and brass, the Brass founder and finisher, the Electro-platers' review. 99 John St., N. Y. \$1 Monthly Indexed by Ind. arts. Index appears in December issue.
- Mid-month review of business; a survey of conditions in trade and industry. Woolworth Building, N. Y. 15th of each month Indexed by Prentice-Hall
- Millinery trade review. 1182 Broadway, N. Y. \$5 Monthly
- Monetary times; trade review and insurance chronicle of Canada. Church and Court Sts., Toronto, Canada \$3 Fridays Indexed by Prentice-Hall
- Monthly bulletin of agricultural statistics. Dominion bureau of statistics, Ottawa, Canada Monthly
- Monthly catalogue United States public documents. Supt. of doc., Washington, D. C. \$1.10 Monthly
- Monthly crop reporter. Supt. of doc., Washington, D. C. 25c Monthly
- Monthly labor review. Supt. of doc., Washington, D. C. \$1.50 Monthly Indexed by Bus. digest, Bus. data bur., P. A. I. S., Prentice-Hall
- Monthly list of publications issued by the Department of commerce. Supt. of doc., Washington, D. C. Monthly
- Monthly list of state publications. Supt. of doc., Washington, D. C. 50c Monthly
- Monthly summary of foreign commerce of the United States. Supt. of doc., Washington, D. C. \$1 Monthly
- Motor record. 90 West St., N. Y. \$2 Monthly
- Municipal journal and public works. (Title changed to Public works, which see.)
- Municipal reference library notes. Municipal Building, N. Y. \$1.50 Weekly except July and August Indexed by P. A. I. S.
- Music trades; devoted to the interests of the piano, organ, music and musical instrument trades of the U. S. 501 Fifth Ave., N. Y. \$3; Canada \$4; foreign \$5 Saturdays Indexed by Prentice-Hall
- National association of credit men, general letter. 41 Park Row, N. Y. Monthly
- National city bank of New York; economic conditions, governmental finance, United States securities. National City Bank Building, N. Y. Monthly
- National efficiency quarterly. 119 W. 40th St., N. Y. \$4 Quarterly

Periodicals —*Continued*

- National jeweler. (also Retail) 536 S. Clark St., Chicago \$1.50 Monthly
- National petroleum news. 812 Huron Road, Cleveland, Ohio \$5 Wednesdays Indexed by Prentice-Hall
- National provisioner. (also Retail) 116 Nassau St., N. Y. \$3 Saturdays
- National real estate journal. Merchants Bank Building, Indianapolis, Ind. \$2.50 Monthly
- ✓Nation's business. Woolworth Building, N. Y. \$3 19th of each month Indexed by Bus. data bur., Bus. digest, P.A.I.S.
- Nautical gazette; an international weekly newspaper of shipbuilding, shipping, marine insurance and export news. 20 Vesey St., N. Y. \$4 Saturdays Separate index (Jan.-Je., Jly.-Dec.)
- New York commercial. 38 Park Row, N. Y. \$9 Daily except Sunday
- New York evening post monthly foreign trade review. 20 Vesey St., N. Y. 5c per issue Monthly
- News letter. 84 William St., N. Y. Monthly Indexed by P. A. I. S.
- Newspaperdom. 18 E. 41st St., N. Y. \$2 2nd and 4th Thursday of each month
- Notion and novelty review. (also Retail) 1170 Broadway, N. Y. \$1 Monthly
- Notion trade topics. 118 E. 28th St., N. Y. \$2 Monthly
- Novelty news. 9 S. Clinton St., Chicago \$3 1st of each month Indexed by Prentice-Hall
- Nugent's. (Retail) 1182 Broadway, N. Y. \$5 Weekly
- Office appliances; the news and technical trade journal of office equipment. 417 S. Dearborn St., Chicago \$1.50 12th of each month Indexed by Bus. data bur., Prentice-Hall
- Official gazette of the United States patent office, containing the patents, trade-marks, designs, and labels. Supt. of doc., Washington, D. C. \$5 Tuesdays Index appears separately each month.
- Official railway equipment register; a monthly magazine devoted to the consideration of topics of interest to railroad officials; more particularly questions of transportation economies, car handling and other subjects of especial importance to the transportation department; containing official information descriptive of equipment such as ownership, marks, capacity; dimensions, with notices of changes from month to month, etc., being the medium through which official instructions are issued, concerning the rendering of reports and the settlement of accounts pertaining to car service and car repairs, including registration of rolling stock equipment of the railways and car companies of North America. 75 Church St., N. Y. \$8, foreign \$9.50 Monthly
- Oil, paint and drug reporter. 100 William St., N. Y. \$5 Mondays Indexed by P. A. I. S. Index appears in Jan. issue.
- 100%, the efficiency magazine. 327 S. La Salle St., Chicago \$2 Monthly Indexed by Bus. data bur., Bus. digest, Prentice-Hall
- ✓Package advertiser; a journal of information and reference for large buyers of containers, equipment and supplies for the packaging and shipping departments. 343 S. Dearborn St., Chicago \$1 15th of each month
- Packages. 304-309 Montgomery Building, Milwaukee, Wis. \$2 Monthly
- Paint, oil and chemical review. 417 S. Dearborn St., Chicago \$3; Canada \$4; foreign \$4.50 Wednesdays
- Pan-American magazine. 70 Fifth Ave., N. Y. \$3 Monthly Indexed by Readers' guide, Prentice-Hall
- Pan Pacific; a magazine of international commerce. 618 Mission St., San Francisco \$3 Monthly Indexed by P. A. I. S., Bus. data bur., Prentice-Hall
- Paper; a weekly technical journal for paper and pulp mills. 471 Fourth Ave., N. Y. \$5, Canada and foreign \$6 Weekly Indexed by Ind. arts, P. A. I. S.
- Paper trade journal; the international weekly of the paper and pulp industry. 10 E. 39th St., N. Y. \$4 Thursdays
- Personnel; the employment managers' bulletin. Box 543, Orange, N. J. Monthly
- Playthings; a business monthly for toy men. 118 E. 28th St., N. Y. \$2 Monthly

Periodicals—*Continued*

- ✓Postage. 25 Locust St., Haverhill, Mass.
\$2 Monthly Indexed by Bus. data bur.,
P. A. I. S., Prentice-Hall
- ✓Poster; an illustrated monthly magazine
devoted to poster advertising and
poster art. 28 E. Jackson Boulevard,
Chicago \$2 1st of each month In-
dexed by Prentice-Hall
- Pottery, glass & brass salesman; with
which are consolidated Glass and pot-
tery world, China, glass & pottery re-
view, Pottery and glass. 126-128 Fifth
Ave., N. Y. N. Y. City and Postal
zones 1 and 2, \$2; Postal zone 3, \$2.25;
Postal zones 4 and 5, \$2.50; Postal
zones 6 and 7, \$2.75; Postal zone 8, \$3
Weekly
- Presto; the American music trade
weekly. 407 S. Dearborn St., Chicago
\$2 Thursdays
- ✓Printers' ink. 185 Madison Ave., N. Y.
\$3 Weekly Indexed by Bus. data bur.,
Bus. digest, P. A. I. S., Prentice-Hall
- ✓Printers' ink monthly. 185 Madison
Ave., N. Y. \$1, Canada and foreign
\$2 1st of each month Indexed by Bus.
digest, Bus. data bur., Prentice-Hall
- ✓Public affairs information service; a co-
operative clearing house of public af-
fairs information; comprises: Weekly
bulletin; Bi-monthly cumulation of bul-
letin; Annual cumulated bulletin,
bound. Public affairs information ser-
vice, 958 University Ave., N. Y. Price
on application to publisher.
- Indexes periodicals, pamphlets, reports, gov-
ernment documents, etc., chiefly on business, so-
cial and legislative subjects; indexes typewrit-
ten material, bibliographies, etc., and furnishes
copies at 5c per sheet, single space, plus 10c
for each manuscript ordered; notes new organi-
zations and gives advance notice of association
meetings, maintains research department.
- Public works. 243 W. 39th St., N. Y. \$3
Weekly Indexed by Ind. arts, P. A. I. S.
- ✓Publishers' weekly; the American book
trade journal. 62 W. 45th St., N. Y.
\$5 Weekly Indexed by Bus. digest,
Bus. data bur., Prentice-Hall
- Purchasing agent. 25 Beaver St., N. Y.
\$2 Monthly Indexed by Bus. digest,
Bus. data bur., Prentice-Hall Separate
index (Jan.-Je., Jly.-Dec.)
- Quarterly statement of imported mer-
chandise entered for consumption in
the United States and duties collected
thereon. Supt. of doc., Washington,
D. C. 75c Quarterly
- Raw material formerly "The Metal rec-
ord and electroplater." 114 Liberty St.,
N. Y. \$3 15th of each month
- ✓Readers' guide to periodical literature.
958-964 University Ave., N. Y. \$18
Monthly
- Real estate news. 155 N. Clark St., Chi-
cago \$2 Monthly
- Real estate record and builders guide;
devoted to real estate, building con-
struction and building management in
the metropolitan district. 119 W. 40th
St., N. Y. \$8 Saturdays Indexed by
P. A. I. S.
- Record. 156 Broadway, N. Y. \$3
Monthly
- Retail coalman; a consolidation of the
Retail coal dealer, the Coalman, the In-
land operator. (Retail) 1535 Monad-
nock Block, Chicago \$1.50 1st of each
month
- Retail grocers' advocate. (Retail) 47-51
Watts St., N. Y. \$2.50 Fridays
- Rock products. 542 S. Dearborn St.,
Chicago \$2 Every other week
- Russia; a journal of Russian and Amer-
ican foreign trade. 9 Hanover St.,
N. Y. 15c per copy Irregular In-
dexed by Bus. data bur.
- ✓Sales management; a monthly journal in
the interest of better marketing. 608
S. Dearborn St., Chicago \$2 Monthly
Indexed by Bus. data bur., Prentice-
Hall
- Sample case; a monthly magazine for
commercial travellers. Mount Morris,
Ill. \$1 Monthly Indexed by Prentice-
Hall
- Shoe and leather reporter. 166 Essex St.,
Boston \$5 Thursdays
- Shoe retailer. (Retail) 166 Essex St.,
Boston \$3 Saturdays
- Siberian opportunities; a monthly maga-
zine of Russian-American relation-
ship. Consulate of Russia, San Fran-
cisco Monthly
- Signs of the times; the national journal
of display advertising. 30 Opera Place,
Cincinnati, Ohio \$2 1st of each month
Indexed by Prentice-Hall
- Silk; with which is incorporated The silk
reporter; an illustrated magazine pub-

Periodicals—*Continued*

- lished monthly in the interests of the producer and the buyer. 17 Madison Ave., N. Y. \$2, Canada and foreign \$3 Monthly Indexed by P. A. I. S.
- South American; a journal for all interested in Latin American affairs. 310 Lexington Ave., N. Y. \$3 Monthly Indexed by P. A. I. S., Bus. data bur., Prentice-Hall
- South American journal and Brazil and River Plate mail; a weekly newspaper giving publicity to all matters affecting the prosperity and development of South and Central America, Mexico, etc. 309-312 Dashwood House, New Broad St., London, E. C. 30s Weekly Index appears in Jan. and Jly. issues.
- Southern hardware and implement journal; a publication devoted to the interests of manufacturers and distributors of hardware, mill supplies and farm implements. (also Retail) Grant Building, Atlanta, Ga. \$1 Monthly
- ✓Special libraries. 120 Peterborough St., The Fenway, Boston \$4 Monthly except July and August Indexed by P. A. I. S., Bus. data bur.
- Specialty salesman magazine, a national inspirational monthly for people who sell. 443 S. Dearborn St., Chicago \$2 Monthly Indexed by Prentice-Hall
- Spectator. 135 William St., N. Y. \$4 Weekly Indexed by Prentice-Hall
- State of N. Y. Dept. of labor, special bulletin. Albany, N. Y. Irregular
- Statist. 51 Cannon St., London, E. C. 4 £1 17s 4d Saturdays Indexed by Bus. digest, Bus. data bur. Separate index (Jan.-Je., Jly.-Dec.)
- Steel and metal digest. 81 Fulton St., N. Y. U. S. and Mexico \$2, Canada and foreign \$2.50 Monthly
- Stone; monthly publication devoted to the stone industry in all of its branches. 258 Broadway, N. Y. \$2 10th of each month Index appears in Dec. issue.
- (The) Street. 10 Cortlandt St., N. Y. \$5, foreign \$6 Weekly Indexed by Prentice-Hall
- System, the magazine of business. Wabash Ave., and Madison St., Chicago \$3 Monthly Indexed by Bus. data bur., Bus. digest, P. A. I. S., Readers' guide, Prentice-Hall
- Tea and coffee trade journal. (also Retail) 79 Wall St., N. Y. \$3 Monthly
- Textile world journal. 334 Fourth Ave., N. Y. U. S. (east of the Mississippi) \$3, U. S. (west of the Mississippi) \$4 Saturdays Indexed by Ind. arts, Prentice-Hall
- Times imperial and foreign trade supplement. Printing House Square and Play House Yard, London 3d a copy Saturdays
- Total values of imports and exports of the United States. Supt. of doc., Washington, D. C. Monthly
- Toys and novelties; a monthly journal for dealers, jobbers, importers and manufacturers of toys, dolls, games, amusement novelties and athletic goods. 215 S. Market St., Chicago \$1 Monthly
- Tractor world; published in the interest of the farm tractor industry, trade and user. Times Building, Pawtucket, R. I. U. S. and Mexico \$2; Canada \$3; foreign \$4 Monthly
- Traffic world; a working tool for traffic men, both industrial and railroad; a national journal of important transportation news; independent as between carrier and shipper. 418-430 S. Market St., Chicago \$10 Saturdays Indexed by Bus. data bur., Prentice-Hall Separate index (Jan.-Je., Jly.-Dec.)
- Transportation. 268 Pearl St., N. Y. \$5 Monthly
- Treasury decisions under the customs, internal-revenue, and other laws; including the decisions of the Board of general appraisers and the Court of customs appeals. Supt. of doc., Washington, D. C. \$1.75 Weekly Indexed by Bus. digest, Bus. data bur.
- ✓U. S. government advertiser. P. O. Box 815, Washington, D. C. \$10 Thursdays
- Values of foreign coins. Supt. of doc., Washington, D. C. Quarterly
- Wall Street journal. 44 Broad St., N. Y. \$15 Twice daily, except Sundays Indexed by Bus. digest
- ✓Washington service bulletin. 30 Church St., N. Y. Every two weeks
- Waste trade journal. 150 Lafayette St., N. Y. \$4, Canada and foreign \$5 Saturdays
- Weekly report on the production and shipment of bituminous coal, and the

Periodicals—Continued

- shipment of anthracite and beehive coke, comp. by the Geological Survey, Dept. of the interior. Supt. of doc., Washington, D. C. Weekly
- World convention dates; an authoritative monthly bulletin of advance information; international, national, state and interstate conventions of fraternal, labor, trade organizations; religious, educational, musical, patriotic, learned societies; women's clubs, fairs and expositions. 25 W. 42nd St., N. Y. \$15 Monthly
- World's markets; a journal of information for all who are engaged in international trade. 290 Broadway, N. Y. \$2.50 Monthly Indexed by P. A. I. S., Bus. data bur., Prentice-Hall
- Youroveta review. 165 Broadway, N. Y. Free Monthly Indexed by P. A. I. S.
- See also* Advertising; House organs; Newspaper business

Bibliography

- ✓ Clark, A. W. Checklist of indexed periodicals. 59p 1917 H. W. Wilson Co. 958-964 University Ave., New York 90c
- ✓ Gates, A. J. Catalogue of technical periodicals; libraries in the city of New York and vicinity. 40p 1915 (Library of the Engineering societies; bibliographical contributions, 1) Library \$3
- ✓ Kane, W. R. 1001 places to sell manuscripts; the American writer's year book and directory to markets for manuscripts. 1915
- See also* subhead Directories under: House organs; Periodicals

Directories

- In list under "Directories, Trade, etc." see No. 3, 18, 19, 20, 28, 29, 60, 104, 106, 137, 138, 161, 184, 185, 222
- ✓ Mahin, J. L. Mahin's advertising data book; facts and statistics in condensed form for the man who has advertising and merchandising problems to solve. 1916
- See also* subhead Directories under: Advertising; House organs; Newspaper business

Foreign—Directories

- In list under "Directories, Trade, etc." see No. 98, 160

- Bustamente, R. List of periodicals in Latin America. (In his Cuba, 1916, p. 134-154)
- Jones, C. Classified list of newspapers and periodicals of the United Kingdom. (In his Handbook of advertising, 1913, p. 87-133)
- Wilcox, M. Newspapers and periodicals. (In his Encyclopedia of Latin America, 1917, p. 871-874)
- See also* Newspaper business (foreign)—Directories

Indexes

- Pub., price, etc. for all entries, where frequency of publication (other than annual) is indicated, will be found in this book in list under "Periodicals."
- ✓ American economic review. Quarterly, March, etc.
- ✓ Business books: an index to recent books and articles in magazines of interest to business men. Monthly
- ✓ Business data bureau service. Business data bureau, Merchants Bank Bldg., Indianapolis, Ind. \$100 a year
- Comprises:—10 copies of Business data weekly; 4 bound quarterly cumulated volumes; or, monthly shipment of approximately 300 cards forming an index to general business magazines, new business books and pamphlets. Cards, as filed, automatically make a single cumulated index, and may be inter-filed in any catalog. Subscribers furnished with typewritten copies of indexed articles at 15c per page, with digest of articles at 50c per page, and original articles and books at prices listed in index.
- Business digest and investment weekly. Weekly
- Industrial arts index; a cumulative index to engineering and trade periodicals. Monthly except July and November
- Industrial management; the engineering magazine. Monthly
- Industrial news survey and supplement. Weekly
- Journal of accountancy; index, vols. 1-16 inclusive, Nov. 1905—Dec. 1913. 1914
- Municipal reference library notes. Weekly except July and August
- Public affairs information service; a co-operative clearing house of public affairs information; comprises:—Weekly bulletin; Bi-monthly cumulation of bulletin; Annual cumulated bulletin, bound. Public affairs information ser-

Periodicals—Indexes—Continued

vice, 958 University Ave., N. Y. Price on application to publisher

Indexes periodicals, pamphlets, reports, government documents, etc., chiefly on business, social and legislative subjects; indexes typewritten material, bibliographies, etc., and furnishes copies at 5c per sheet, single space, plus 10c for each manuscript ordered; notes new organizations and gives advance notice of association meetings; maintains research department.

Readers' guide to periodical literature. Monthly

See also Newspapers—Indexes; also note under Periodicals

Salesmanship

See Salesmanship—Periodicals

Perpetual inventories. See Inventories

Perrigo, C. O. E.

Machine-shop management. (In Amer. sch. of cor. Cyc. of commerce, etc., 1910, v. 2, p. 193-250)

Modern machine shop construction, equipment and management. 1906 Henley \$5

Perry, L.

Millinery as a trade for women. 1916 Longmans \$1.50

Persia

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Personal accounting. See Accounting—Personal

Personal efficiency in business. Purinton, E. E. 1919

Personal insurance. Zartman, L. W. 1914

Personnel. See Ability tests; Corporation schools; Employees; Employment problems; Executives—Training of; Factories—Training of employees; Labor turnover; Welfare work; also subhead Training employees in, under: Business; Commercial correspondence; Office work; Salesmanship

Personnel and employment problems in industrial management. Amer. acad. of pol. and soc. science 1916

Peru

Enock, C. R. Peru; its former and present civilization, history and existing conditions, topography and natural resources, commerce and general development; with an introd. by Martin Hume. 1908 (South American series)

Vivian, E. C. H. Peru: physical features, natural resources, means of communication, manufactures and industrial development. 1914 (South American handbooks)

See also Latin America; Latin America—Economic conditions—Periodicals; Law—Foreign; South America; Statistics

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Petersson, C. E. W.

How to do business with Russia. 1917 Pitman \$2.25

Petherbridge, M.

Technique of indexing. 1904 Secretarial 5s

Petroleum industry

Bacon, R. F. American petroleum industry. 2v 1916

Guttentag, W. E. Petrol and petroleum spirits; a description of their sources, preparation, examination and uses; with a preface by Sir John Cadman. 1918

Lidgett, A. Petroleum. (Pitman's common commodities and industries)

Yearbook of the Oil, paint and drug reporter. Annual Oil, Paint and Drug Reporter, inc., 100 William St., N. Y. Free with subs. to magazine.

See also Commodities of commerce—Uses; Organization and administration; Prices (Market)—Petroleum; and other subdivisions of Prices (Market); Statistics—Manufactures; also notes on Sources of information under Trades

Cost accounts

See Cost accounts—Petroleum industry

Directories

In list under "Directories, Trade, etc." see No. 172, 180

See also Jobbing, commission business, etc.—Directories—Petroleum industry also subhead Directories under: Manufacturers; Oil trade

Encyclopedias and dictionaries

Bacon, R. F. Glossary of bitumenology. (In his American petroleum industry, 1916, v. 2, p. 845-923)

See also Encyclopedias and dictionaries

Petroleum industry—Continued

Periodicals

National petroleum news. Wednesdays
Oil, paint and drug reporter. Mondays

Pharmacists. See subhead Directories under: Chemical and drug trade; Drug stores

Philippine islands

Miller, H. H. Economic conditions in the Philippines. 1913

Statistical bulletins. Dept. of commerce and communication—Bureau of commerce and industry, Manila, P. I.

Published irregularly, to furnish reliable data on the commercial and industrial development of the country.

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Philippovich von Philippsberg, E.

History of the Bank of England. 2d ed 1911 (Nat. monetary com.) (61st cong. 2d sess., Sen. doc. 591) Supt. of doc. 40c

Philips' mercantile marine atlas. 4th ed 1913 Philip 63s

Phillips, C. A.

Readings in money and banking. 1916 Macmillan \$2.10

Phillips, E. F.

Beekeeping. 1917 Macmillan \$2

Phillips, W. B.

How department stores are carried on. 1905 Dodd \$1

Philosophy of accounts. Sprague, C. E. 1910

✓ **Philosophy of business.** Francisco, A. B. 1916

Phonograph trade

Directories

See subhead Directories under: Manufacturers; Music trade; Talking machine trade

Phosphate trade

See also Commodities of commerce—Uses; Organization and administration; Prices (Market)—Fertilizer materials; also notes on Sources of information under Trades

Directories

In list under "Directories, Trade, etc." see No. 12

See also subhead Directories under: Fertilizer trade; Manufacturers

Photo-miniature

Photography in advertising. 1904 Tennant 25c

Photographer's business

Advertising

See Advertising—Photographer's business

Phraseological dictionary of commercial correspondence in the English and French languages. Scholl, C. 1911

Phraseological dictionary of commercial correspondence in the English and Spanish languages. Scholl, C. 1911

Physical and commercial geography. Gregory, H. E. 1910

Physicians' offices

See also Associations—Directories—Medical; Law—Medical; Organization and administration; also subhead Physicians' offices under: Accounting; Auditing

Directories

In list under "Directories, Trade, etc." see No. 19, 111, 116, 144, 185

See also Associations—Directories—Medical

Piano trade

See also Music trade; Organization and administration; Statistics—Manufactures; also notes on Sources of information under Trades

Advertising

See Advertising—Piano trade

Directories

In list under "Directories, Trade, etc." see No. 40, 100, 181

See also subhead Directories under: Manufacturers; Music trade; Organ trade

Periodicals

Music trades; devoted to the interests of the piano, organ, music and musical instrument trades of the U. S. Saturdays

Presto; the American music trade weekly. Thursdays

Salesmanship

See Salesmanship—Piano trade

- Piece goods manual.** Blanco, A. E. 1917
- Pierce, C. H.**
Scientific salesmanship. 1906 Farnsworth \$1
- Pitfalls of speculation.** Gibson, T. 1916
- Pitman, Sir L., and sons, pubs.**
Advanced bookkeeping. \$1
Business terms, phrases and abbreviations. 4th ed 85c
Commercial atlas of the world. 1914 2s
Commercial correspondence and commercial English. 85c
Commercial correspondence in French. 85c
Commercial correspondence in German. 85c
Commercial geography of the world. 85c
Dictionary of commercial correspondence in English, French, German, Spanish and Italian. 1910 7s 6d
Pitman's dictionary of commercial correspondence in English, French, German, Spanish, Italian, Portuguese, and Russian. Pitman \$2
Pitman's mercantile correspondence: English. 90c
Pitman's mercantile correspondence: English-French. 90c
Pitman's mercantile correspondence: English-German. 2s 6d
Pitman's mercantile correspondence: English-Italian. 3s 6d
Pitman's mercantile correspondence: English-Portuguese. 3s 6d
Pitman's mercantile terms and abbreviations. 1s
Spanish business interviews. 50c
Pitman's commercial encyclopedia. Slater, J. A. 4v 1912
Pitman's manual of Spanish commercial correspondence. Macdonald, G. R.
Pitman's practical Spanish grammar. Victoria, B. 1899
- Pixley, F. W.**
Accountancy. 1908 Pitman \$2
Auditors; their duties and responsibilities. 2v 1910 Good 20s
- Planing mills.** See Prices (Market)—Lumber—Products; Sawmills—Directories
- Plumbing trade**
Seabrook, E. L. How to make the business pay; a practical treatise on business management for contractors in sheet metal work, plumbing, heating, electrical work, and building construction; with methods for ascertaining the cost of conducting business; estimating on contracts; bookkeeping; conducting collections and credits; publicity and business correspondence; securing and retaining custom. 1916
See also Building trades; Commodities of commerce—Uses; Organization and administration; Prices (Market), with subdivisions; also notes on Sources of information under Trades
- Cost accounts**
See Cost accounts—Plumbing trade
- Directories**
In list under "Directories, Trade, etc." see No. 91
See also Jobbing, commission business, etc.—Directories—Plumbing trade; Manufacturers—Directories
- Political economy.** See Economics
- Polk, R. W.**
Vocational printing. 1918 Jones \$1.25
- Poole, G. W., and Buzzell, J. J.**
Letters that make good. 3d ed 1915
Amer. bus. bk. co. \$5
- Poor's daily digest service.** See under "Services".
- Poor's investment service.** See under "Services."
- Poor's publishing co.**
Manual. (Consolidation of Poor and Moody manuals) 3v Annual \$40
v 1 Poor's manual of railroads.
v 2 Moody's manual of railroads and corporation securities: Public utility section.
v 3 Moody's manual of railroads and corporation securities: Industrial section. (Volumes numbered arbitrarily)
- Poor's classified investment holdings and Poor's complete list of securities maturing (in three years succeeding date of publication). Annual \$35
- Population.** See subhead Population under: Maps; Statistics
- Porritt, H. W., and Nicklin, W.**
Book-keeping for retailers. Pitman 1s
- Port charges.** See Ports—Directories
- Porte, R. T.**
How to figure costs in printing offices. 1914 Minnesota cost system co. \$2
- Porter, E. C., and Kennedy, P. B.**
Export policies employed in certain lines. 1916 (Bus. tr. corp. Course in foreign trade, v. 3, pt. 2) Bus. tr. corp. Sold only in set \$55

Porters, R. J.

Pitman's dictionary of book-keeping. Pitman \$2.50

Portland cement. See Cement trade

Portland cement industry from a financial standpoint. Eckel, E. G. 1909

Porto Rico

Kupfer, H. F. Porto Rico. 48p 1917 Dun

Register of Porto Rico. Bureau of supplies, printing, and transportation, San Juan, P. R.

See also Latin America; Statistics; West Indies

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Ports

American association of port authorities. Proceedings.

Brearley, H. C. Problem of greater N. Y. and its solution. 1914

Clapp, E. J. Port of Boston; a study and a solution of the traffic and operating problems of Boston and its place in the competition of the north Atlantic seaports. 1916

—Port of Hamburg. 1911

Droege, J. A. Freight terminals and trains, including a revision of yards and terminals. 1912

MacElwee, R. S. Ports and terminal facilities. 1918

Pacific coast association of port authorities. Report and proceedings.

Ports of the U. S.; report on terminal facilities, commerce, port charges, and administration at sixty-eight selected ports. 431p 1916 (U. S. Bureau of foreign and domestic commerce. Miscellaneous series, no. 33) Supt. of doc. 75c

Table of distances between ports, via the shortest navigable routes, as determined by the Hydrographic office. U. S. Navy department. 278p 1917 (U. S. Hydrographic office, no. 117) U. S. Hydrographic Office, Washington, D. C. 15c

Whitman, P. Port-terminal improvements on the Pacific coast. 1916

See also Stowage; Tables, formulae, etc.—Distance; Warehouse business; also subheads under Freight

Bibliography

American association of port authorities, 29 Broadway, N. Y. Selected bibliography on ports and harbors and their administration, laws, finance, equipment and engineering. 144p 1916 \$1

See also subhead Bibliography under: Commerce; Maps—Ports; Water transportation business

Directories

In list under "Directories, Trade, etc." see No. 30, 89, 93, 134, 188, 209

Coast pilots. Issued by Hydrographic office for ports outside the U. S.; issued by Coast and geodetic survey for ports of the U. S. For list and price, apply to Supt. of doc.

See also Docks—Directories

Maps

See Maps—Ports—Bibliography

Portugal

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Portuguese language

Escobar, J. F. New method to learn the Portuguese language without teacher, with figured pronunciation of the tones and sounds. 1913

See also Abbreviations—Foreign; Commercial correspondence—Portuguese

Bibliography

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Dictionaries

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Michaelis, H. New dictionary of the Portuguese and English languages. 4th ed. 2v 1912

Pan American union. Commercial nomenclature; Spanish, Portuguese and English in parallel columns 2v 1894

Pitman, Sir I., and sons, publs. Pitman's dictionary of commercial correspon-

Portuguese language—Dictionaries—*Cont*
dence in English, French, German,
Spanish, Italian, Portuguese, and Rus-
sian.

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Four big C's. 1910 Central national

Postal service

Bullinger's monitor guide. In list under
"Directories, Trade, etc." see No. 46

Canada official postal guide. Supple-
ments published monthly

Foreign postage, money order and parcel
post information and rates. In list un-
der "Directories, Trade, etc." see No.
93

Postal laws and regulations of the U. S.
of America. 1913 (U. S. Post office
department) Supt. of doc. 75c

Supplementary inserts to the postal laws and
regulations are published in the Monthly sup-
plements to the U. S. official postal guide.

U. S. official postal guide. Annual, with
monthly supplements. Post office de-
partment, Washington, D. C. \$1, with
supplements; 65c, without supplements

See also Parcel post—Rates

Postal telegraph-cable co.

List of offices, revised tariff, instructions
and rules.

Postcards. *See* Commercial correspon-
dence—Sales

Posters. *See* Advertising—Mediums

Potato

Marketing methods

See Farm produce—Marketing meth-
ods

Pottery trade

China and glass dealers. (In Harms-
worth business library, v. 6, p. 244-
251)

Sandeman, E. A. Notes on the manufac-
ture of earthenware. 1901

See also Commodities of commerce—
Uses; Glass trade; Housefurnishings
trade; Organization and administra-
tion; Statistics—Manufactures; *also*
notes on Sources of information under
Trades

Advertising

See Advertising—Pottery trade

Costs

Cost of production in the pottery indus-
try; summary of results. 43p 1914
(U. S. Bureau of foreign and domestic

commerce. Miscellaneous series, no.
16) Supt. of doc. 10c

Pottery industry; report on the cost of
production in the earthenware and
china industries of the U. S., England,
Germany and Austria. 709p 1915 (U. S.
Bureau of foreign and domestic com-
merce. Miscellaneous series, no. 21)
Supt. of doc. 50c

See also subhead Costs under Glass
trade

Directories

In list under "Directories, Trade, etc."
see No. 189

See also Jobbing, commission busi-
ness, etc.—Directories—Pottery trade;
also subhead Directories under: Glass
trade; Manufacturers

Periodicals

Pottery, glass and brass salesman; with
which are consolidated Glass and pot-
tery world, China, glass and pottery
review, Pottery and glass. Weekly

Poultry business

See also Commodities of commerce—
Uses; Dairy industry; Organization
and administration; Prices (Market)—
Poultry—Dressed; Prices (Market)—
Poultry—Live; *also* notes on Sources
of information under Business

Advertising

See Advertising—Poultry business

Marketing methods

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farmers, p. 167-179)

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181)

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ing poultry products. (In his Farm
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See also Cooperative selling; Dairy
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Records

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- Power to regulate corporations and commerce. Hendrick, F. 1906
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- Practical auditing. Renn, G. B. 1907
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- Practical calculations for engineers. Lard, C. E. 1914
- Practical exporting. Hough, B. O. 1919
- Practical investing. Escher, F. 1914
- Practical journalism. Shuman, E. L. 1912
- Practical lessons in actuarial science. Dawson, M. M. 2v 1905
- Practical life insurance salesmanship. Slough, C. 1913
- Practical methods for appraising lands, building and improvements. Craigen, G. J. 1911
- Practical plans for getting new business. Hull, A. M. 1916
- Practical pointers. Forbes-Lindsay, C. H. A. 1916
- Practical pointers for patentees. Cresee, F. A. 1901
- Practical problems in banking and currency. Hull, W. H. 1907
- Practical real estate methods. Britigan, W. H. 1909
- Practical safety methods and devices. Cowee, G. A. 1916
- Practical salesmanship. Fowler, N. C., jr. 1912
- Practical short methods in rapid calculation. Bell, W. O. 1915
- Practical studio advertising. Abel, J. C. 1916
- Practical work of a bank. Kniffin, W. H., jr. 1915
- Practice and law of export trading. Lissenden, G. B. 1914
- Practice of typography. De Vinne, T. L. 1901
- Pratt, E. E.
Determining export policies. 1916 (Bus. tr. corp. Course in foreign trade, v. 3, pt. 1) Bus. tr. corp. Sold only in set \$55
- Pratt, S. S.
Work of Wall street. 1912 Appleton \$1.75
- Précis writing. See Indexing; English language; Report writing
- Predetermination of true costs and relatively true selling prices. Parkhurst, F. A. 1916
- Premium system of forcing sales. Bunting, H. S. 1913
- Prendergast, W. A.
Credit and its uses. 1906 Appleton \$1.50
- Prentice-Hall business information service. See under "Services".
- Preparation and care of mailing lists. Page, W. K. 1914
- Press. See Newspaper business; Periodicals
- Price, G. M.
Modern factory. 1914 Wiley \$4
- Price, G. W.
Cost manual (manufacturing), prepared for the National confectioners' association of the U. S. 1916 Nat. confectioners' \$5.50 Spec.
- Price current. See Prices (Market)
- Price maintenance
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Prices

Fisher, I. Purchasing power of money; its determination and relation to credit, interest and crises. 1911

—Stabilizing the dollar; a plan to stabilize the general price level without fixing individual prices. 1920

Laughlin, J. L. Money and prices. 1919

McPherson, L. G. Flow of value. 1919

See also Business—Barometers (Theory); Business—Condition of; Economics; Index numbers (theory); Interest; Panics; Salaries; Wages

Bibliography

Burton, T. E. Bibliography. (In his Century of prices, p. 111-118)

See also subhead Bibliography under: Economics; Money

Bibliography of sources (foreign)

Mitchell, W. C. Bibliography. (In his International price comparisons, 1919, p. 384-395)

Alphabetical list of commodities with names of foreign periodicals in which their prices appear.

Determination

See Cost accounts; Jobbing, commission business, etc.—Costs; Price maintenance; Retail stories—Costs; Sales—Costs; Tables, formulae, etc.; *also* subhead Costs under name of specific trade or business (for list of trades, see reference under Costs)

Prices (Market)

Frequency of publication appears twice in these entries:—

1st entry—Frequency of periodical.

2nd entry—Frequency of appearance of prices.

Pub., price, etc. for all entries, where frequency of publication (other than annual) is indicated, will be found in this book in list under "Periodicals."

Automobiles

Automobile trade journal. Monthly Each issue

Batteries

See Prices (Market)—Electrical supplies and appliances

Beans and peas

Bradstreet's; a journal of trade, finance and public economy. Saturdays Each issue

Comercio. Monthly Each issue

Dun's review; a journal of finance and trade. Saturdays Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Monthly crop reporter. Monthly Each issue

Monthly labor review. Monthly Irregularly

New York commercial. Daily except Sunday Each issue

Standard daily trade service. Each Monday (For publisher, price, etc., see list in this book under "Services".)

Beans and peas (Retail)

Monthly labor review. Monthly Irregularly

Retail prices and cost of living series. Annual. (U. S. Bureau of labor statistics) Supt. of doc.

Bonds

See Investments—Quotations

Bone (waste)

Waste trade journal. Saturdays Each issue

See also Prices (Market)—Horns, hoofs and bones

Bones

See Prices (Market)—Horns, hoofs and bones

Boots and shoes

Monthly labor review. Monthly Irregularly

Monthly summary of foreign commerce of the United States. Monthly Each issue

Wholesale prices series. Annual (U. S. Bureau of labor statistics) Supt. of doc.

Botanicals

See Prices (Market)—Drugs and botanicals

Bread

Bakers review (also Retail). Monthly Occasionally

Bread (Retail)

Bakers review (also Retail). Monthly Occasionally

Bread (Retail—Canada)

Labour gazette (Canada). Monthly Each issue

Prices (Market)—Continued**Bread (Retail—Great Britain)**

Labour gazette. Monthly Each issue

Bristles

Monthly summary of foreign commerce of the United States. Monthly Each issue

Building materials

American contractor; the business journal of construction. Saturdays Each issue

Brookmire's trade bulletin, Market policy section. Each month (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services".)

Building supply news. Every other Tuesday Each issue

Financial review; finance, crops, railroads, trade, commerce. Annual

Monthly summary of foreign commerce of the the United States. Monthly Each issue

Real estate record and building guide; devoted to real estate, building construction and building management in the metropolitan district. Saturdays Each issue

Rock products. Every other week Each issue

Standard list price section. In list under "Directories, Trade, etc." see No. 141

Building materials (Canada)

Building supply news. Every other Tuesday Each issue

Burlap

Brookmire's trade bulletin, Market policy section. Each month. (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services".)

Dun's review; a journal of finance and trade. Saturday Each issue

India rubber world. 1st of each month Each issue

Waste trade journal. Saturdays Each issue

Canned goods—Fish

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Monthly summary of foreign commerce of the United States. Monthly Each issue

New York commercial. Daily except Sunday Each issue

Canned goods—Fish (Retail—Canada)

Labour gazette (Canada). Monthly Each issue

Canned goods—Fruit and vegetables

Comercio. Monthly Each issue

Journal of commerce and commercial bulletin. Daily except Sunday and holidays Each issue

New York commercial. Daily except Sunday Each issue

Canned goods—Fruit and vegetables (Retail—Canada)

Labour gazette (Canada). Monthly Each issue

Canned goods—Meats

Comercio. Monthly Each issue

Monthly summary of foreign commerce of the United States. Monthly Each issue

National provisioner. Saturdays Each issue

Canned goods—Vegetables

See Prices (Market)—Canned goods—Fruit and vegetables

Carpets and rugs

Monthly summary of foreign commerce of the United States. Monthly Each issue

See also Prices (Market)—Matting and mats

Cattle and calves

See Prices (Market)—Livestock

Cement

See Prices (Market)—Building materials

Cereal products

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

New York commercial. Daily except Sunday Each issue

Cereals

See Prices (Market)—Grain

Prices (Market)—Continued**Chemicals**

Brookmire's trade bulletin, Market policy section. Each month (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services")

Chemical, color & oil daily. Daily Each issue

Druggists circular; a practical journal of pharmacy and general business organ for druggists. Monthly Each issue

Financial review; finance, crops, railroads, trade, commerce. Annual

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Monthly summary of foreign commerce of the United States. Monthly Each issue

New York commercial. Daily except Sunday Each issue

Oil, paint and drug reporter. Mondays Each issue

Yearbook of the Oil, paint and drug reporter. Annual Oil, Paint and Drug Reporter, inc., 100 William St., N. Y. Free with subs. to magazine.

Chemicals—Agricultural

See Prices (Market)—Fertilizer materials

Chemicals—Industrial

India rubber world. 1st of each month Each issue

Oil, paint and drug reporter. Mondays Each issue

Paint, oil and chemical review. Wednesdays Each issue

Yearbook of the Oil, paint and drug reporter. Annual Oil, Paint and Drug Reporter, inc., 100 William St., N. Y. Free with subs. to magazine.

Civil war and Reconstruction

See Prices (Market)—War—Civil

Coal

Financial review; finance, crops, railroads, trade, commerce. Annual

Monthly labor review. Monthly Irregularly

Monthly summary of foreign commerce of the United States. Monthly Each issue

Prices of coal and coke, 1913-1918. 115p 1919 (U. S. Geological survey) Supt. of doc. 5c

Wholesale prices series. Annual (U. S. Bureau of labor statistics) Supt. of doc.

Coal (foreign)

Marine news. Monthly Each issue

Coal (Great Britain)

Statist. Saturdays Each issue

Coal (Retail)

Monthly labor review. Monthly Irregularly

Retail prices and cost of living series. Annual (U. S. Bureau of labor statistics) Supt. of doc.

Coal (Retail—Canada)

Labour gazette (Canada). Monthly Each issue

Coal tar products and intermediates

Chemical, color & oil daily. Daily Each issue

New York commercial. Daily except Sunday Each issue

Oil, paint and drug reporter. Mondays Each issue

Textile world journal. Saturdays Each issue

Yearbook of the Oil, paint and drug reporter. Annual Oil, Paint and Drug Reporter, inc., 100 William St., N. Y. Free with subs. to magazine.

Cocoa

Brookmire's trade bulletin, Market policy section. Each month (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services")

Comercio. Monthly Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Monthly summary of foreign commerce of the United States. Monthly Each issue

Tea and coffee trade journal. Monthly Each issue

Cocoa (Great Britain)

Statist. Saturdays Each issue

Times imperial and foreign trade supplement. Saturdays Each issue

Prices (Market)—Continued

Coffee

- Bradstreet's; a journal of trade, finance and public economy. Saturdays Each issue
- Brookmire's trade bulletin, Market policy section. Each month (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services")
- Comercio. Monthly Each issue
- Commerce and finance. Wednesdays Each issue
- Commercial & financial chronicle. Weekly Each issue
- Dun's review; a journal of finance and trade. Saturdays Each issue
- Financial America. Daily except Sundays Each issue
- Financial review; finance, crops, railroads, trade, commerce. Annual
- Investor's pocket manual; current statistics, records and high and low prices of stocks and bonds of railroad, industrial and mining corporations, also grain, cotton, coffee and provisions. Monthly Each issue
- Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue
- Monthly summary of foreign commerce of the United States. Monthly Each issue
- New York commercial. Daily except Sunday. Each issue
- Standard daily trade service. Each Monday (For publisher, price, etc., see list in this book under "Services")
- (The) Street. Weekly. Each issue
- Tea and coffee trade journal. Monthly Each issue

Coffee (Great Britain)

- Statist. Saturdays Each issue
- Times imperial and foreign trade supplement. Saturdays Each issue

Coffee (Retail—Canada)

- Labour gazette (Canada). Monthly Each issue

Coke

- Bradstreet's; a journal of trade, finance and public economy. Saturdays Each issue

Brookmire's trade bulletin, Market policy section. Each month (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services")

Financial review; finance, crops, railroads, trade, commerce. Annual

Iron age. Thursdays Each issue

Monthly labor review. Monthly Irregularly

Prices of coal and coke, 1913-1918. 115p 1919 (U. S. Geological survey) Supt. of doc. 5c

Steel and metal digest. Monthly Each issue

Wholesale prices series. Annual (U. S. Bureau of labor statistics) Supt. of doc.

Construction materials

See under Prices (Market) the following subheads: Building materials; Structural material

Cord wood (Retail—Canada)

- Labour gazette (Canada). Monthly Each issue

Cordage

See Prices (Market)—Hemp, jute and rope

Cotton

Annalist; a magazine of finance, commerce and economics. Mondays Each issue

Brookmire's trade bulletin, Market policy section. Each month (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services")

Comercio. Monthly Each issue

Commerce and finance. Wednesdays Each issue

Commercial & financial chronicle. Weekly Each issue

Fibre and fabric. Saturdays Occasionally

Financial America. Daily except Sundays Each issue

Financial review; finance, crops, railroads, trade, commerce. Annual

International crop report and agricultural statistics. Saturday nearest to the 20th of the month Each issue

Investor's pocket manual; current statistics, records and high and low prices of stocks and bonds of railroads, industrial and mining corporations, also grain, cotton, coffee and provisions. Monthly Each issue

Prices (Market)—Cotton—Continued

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Monthly crop reporter. Monthly Each issue

Monthly summary of foreign commerce of the United States. Monthly Each issue

Standard farm paper year book. Annual Wallace C. Richardson, inc., 381 Fourth Ave., N. Y.

(The) Street. Weekly Each issue

Textile world journal. Saturdays Each issue

Wholesale prices of leading articles in U. S. markets. 14p 1917 (U. S. Bureau of foreign and domestic commerce. Miscellaneous series, no. 52) Supt. of doc. 5c

Cotton (Great Britain)

Statist. Saturdays Each issue

Times imperial and foreign trade supplement. Saturdays Each issue

Cotton (most countries)

International crop report and agricultural statistics. Saturday nearest to the 20th of the month Each issue

Cotton goods

Bradstreet's; a journal of trade, finance and public economy. Saturdays Each issue

Brookmire's trade bulletin, Market policy section. Each month (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services")

Comercio. Monthly Each issue

Commercial & financial chronicle. Weekly Each issue

Dun's review; a journal of finance and trade. Saturdays Each issue

Fibre and fabric. Saturdays Occasionally

Financial review; finance, crops, railroads, trade, commerce. Annual

India rubber world. 1st of each month Each issue

Investor's pocket manual; current statistics, records and high and low prices of stocks and bonds of railroad, industrial and mining corporations, also grain,

cotton, coffee and provisions. Monthly Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Monthly labor review. Monthly Irregularly

Monthly summary of foreign commerce of the United States. Monthly Each issue

New York commercial. Daily except Sunday Each issue

Standard daily trade service. Each Monday (For publisher, price, etc., see list in this book under "Services")

Textile world journal. Saturdays Each issue

Wholesale prices series. Annual (U. S. Bureau of labor statistics) Supt. of doc.

Cotton goods (Retail)

Monthly labor review. Monthly Irregularly

Retail prices and cost of living series. Annual. (U. S. Bureau of labor statistics) Supt. of doc.

Cotton seed oil

Bradstreet's; a journal of trade, finance and public economy. Saturdays Each issue

Brookmire's trade bulletin, Market policy section. Each month (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services")

Chemical, color & oil daily. Daily Each issue

Comercio. Monthly Each issue

Commercial & financial chronicle. Weekly Each issue

Financial America. Daily except Sundays Each issue

Financial review; finance, crops, railroads, trade, commerce. Annual

India rubber world. 1st of each month Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Monthly summary of foreign commerce of the United States. Monthly Each issue

National provisioner. Saturdays Each issue

Prices (Market)—Cotton seed oil—Cont

Wholesale prices of leading articles in U. S. markets, 14p 1917 (U. S. Bureau of foreign and domestic commerce. Miscellaneous series, no. 52) Supt. of doc. 5c

Cotton seed oil (Great Britain)

Times imperial and foreign trade supplement. Saturdays Each issue

Cotton waste

See Prices (Market)—Waste

Cotton yarn

Fibre and fabric. Saturdays Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Monthly labor review. Monthly Irregularly

New York commercial. Daily except Sunday Each issue

Silk; with which is incorporated The silk reporter; an illustrated magazine published monthly in the interests of the producer and the buyer. Monthly Occasionally

Textile world journal. Saturdays Each issue

Wholesale prices series. Annual (U. S. Bureau of labor statistics) Supt. of doc.

Curing materials

National provisioner. Saturdays Each issue

Dairy products

Bradstreet's; a journal of trade, finance and public economy. Saturdays Each issue

Comercio. Monthly Each issue

Dun's review; a journal of finance and trade. Saturdays Each issue

Financial review; finance, crops, railroads, trade, commerce. Annual

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Monthly crop reporter. Monthly Each issue

Monthly labor review. Monthly Irregularly

Monthly summary of foreign commerce of the United States. Monthly Each issue

New York commercial. Daily except Sunday Each issue

Standard daily trade service. Each Monday (For publisher, price, etc., see list in this book under "Services")

Standard farm paper year book. Annual Wallace C. Richardson, inc., 381 Fourth Ave., N. Y.

Wholesale prices series. Annual (U. S. Bureau of labor statistics) Supt. of doc.

Dairy products (Great Britain)

Times imperial and foreign trade supplement. Saturdays Each issue

Dairy products (Retail)

Monthly labor review. Monthly Irregularly

Retail prices and cost of living series. Annual (U. S. Bureau of labor statistics) Supt. of doc.

Dairy products (Retail—Canada)

Labour gazette (Canada). Monthly Each issue

Dairy products (Retail—Great Britain)

Labour gazette. Monthly Each issue

Drugs and botanicals

Chemical, color & oil daily. Daily Each issue

Comercio. Monthly Each issue

Druggists circular; a practical journal of pharmacy and general business organ for druggists. Monthly Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

New York commercial. Daily except Sunday Each issue

Oil, paint and drug reporter. Mondays Each issue

Yearbook of the Oil, paint and drug reporter. Annual Oil, Paint and Drug Reporter, inc., 100 William St., N. Y. Free with subs. to magazine.

Dry goods

See under Prices (Market) the following subheads: Cotton goods; Silk; Woolen goods

Dyestuffs

American hatter. Monthly Each issue

Chemical, color & oil daily. Daily Each issue

Comercio. Monthly Each issue

Prices (Market)—Dyestuffs—Continued

Dun's review; a journal of finance and trade. Saturdays Each issue

Fibre and fabric. Saturdays Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Wednesday and Saturday issues

New York commercial. Daily except Sunday Each issue

Oil, paint and drug reporter. Mondays Each issue

Shoe and leather reporter. Thursdays Each issue

Silk; with which is incorporated The silk reporter; an illustrated magazine published monthly in the interests of the producer and the buyer. Monthly Each issue

10 years comparison leather and hides; Country hides; Packer hides each month for seven years. In list under "Directories, Trade, etc." see No. 211

Textile world journal. Saturdays Each issue

Yearbook of the Oil, paint and drug reporter. Annual Oil, Paint and Drug Reporter, inc., 100 William St., N. Y. Free with subs. to magazine.

See also Prices (Market)—Tanning materials

Electrical supplies and appliances

Electrical world. Weekly Each issue, full tables at intervals.

Motor record. Monthly Each issue

European war

See Prices (Market)—War—Civil;
Prices (Market) — War — European (most countries)

Feed

See Prices (Market)—Hay, straw and feed

Fertilizer materials

Brookmire's trade bulletin, Market policy section. Each month. (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services")

Chemical, color & oil daily. Daily Each issue

Dun's review; a journal of finance and trade. Saturdays Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Monthly summary of foreign commerce of the United States. Monthly Each issue

National provisioner. Saturdays Each issue

New York commercial. Daily except Sunday Each issue

Oil, paint and drug reporter. Mondays Each issue

Yearbook of the Oil, paint and drug reporter. Annual Oil, Paint and Drug Reporter, inc., 100 William St., N. Y. Free with subs. to magazine.

Fertilizer materials (Great Britain)

Times imperial and foreign trade supplement. Saturdays Each issue

Fibers

See under Prices (Market) the following subheads: Flax; Hemp, jute and rope

Fish (Retail—Canada)

Labour gazette (Canada). Monthly Each issue

Fish (Retail—Great Britain)

Labour gazette. Monthly Each issue

Fish—Salted, cured and preserved

Comercio. Monthly Each issue

Dun's review; a journal of finance and trade. Saturdays Each issue

Financial review; finance, crops, railroads, trade, commerce. Annual

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Wednesday and Saturday issues

Monthly summary of foreign commerce of the United States. Monthly Each issue

Standard daily trade service. Each Monday (For publisher, price, etc., see list in this book under "Services")

See also Prices (Market)—Canned goods—Fish

Fish—Salted, cured and preserved (Retail—Canada)

Labour gazette (Canada). Monthly Each issue

Flavoring materials

See under Prices (Market) the following subheads: Drugs and botanicals; Oils—Essential

Prices (Market)—Continued**Flax**

Monthly summary of foreign commerce of the United States. Monthly Each issue

Flax (Canada)

Monthly bulletin of agricultural statistics. Monthly In most issues

Flax (Great Britain)

Statist. Saturdays Each issue

Times imperial and foreign trade supplement. Saturdays Each issue

Flaxseed

See Prices (Market)—Oilseeds, cake, meal and copra

Flour

Bakers weekly. Saturdays Each issue

Bradstreet's; a journal of trade, finance, and public economy. Saturdays Each issue

Brookmire's trade bulletin, Market policy section. Each month (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services")

Commerce and finance. Wednesdays Each issue

Commercial & financial chronicle. Weekly Each issue

Dun's review; a journal of finance and trade. Saturdays Each issue

Financial review; finance, crops, railroads, trade, commerce. Annual

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Monthly labor review. Monthly Irregularly

Monthly summary of foreign commerce of the United States. Monthly Each issue

New York commercial. Daily except Sunday Each issue

Standard daily trade service. Each Monday (For publisher, price, etc., see list in this book under "Services")

Wholesale prices series. Annual (U. S. Bureau of labor statistics) Supt. of doc.

Flour (Retail—Great Britain)

Labour gazette. Monthly Each issue

Fruit

Bradstreet's; a journal of trade, finance and public economy. Saturdays Each issue

Comercio. Monthly Each issue

Dun's review; a journal of finance and trade. Saturdays Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Monthly crop reporter. Monthly Each issue

Monthly summary of foreign commerce of the United States. Monthly Each issue

New York commercial. Daily except Sunday Each issue

Standard daily trade service. Each Monday (For publisher, price, etc., see list in this book under "Services")

Standard farm paper year book. Annual Wallace C. Richardson, inc., 381 Fourth Ave., N. Y.

Fruit—Canned

See Prices (Market)—Canned goods—Fruit and vegetables

Fruit—Dried and evaporated

Bradstreet's; a journal of trade, finance and public economy. Saturdays Each issue

Brookmire's trade bulletin, Market policy section. Each month (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services")

Comercio. Monthly Each issue

Dun's review; a journal of finance and trade. Saturdays Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

New York commercial. Daily except Sunday Each issue

Fruit—Dried and evaporated (Retail—Canada)

Labour gazette (Canada). Monthly Each issue

Furs

American hatter. Monthly Each issue

Hide and leather. Weekly Each issue

Waste trade journal. Saturdays Each issue

Prices (Market)—*Continued***Gasoline and naphthas**

- Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue
- Monthly labor review. Monthly Irregularly
- Monthly summary of foreign commerce of the United States. Monthly Each issue
- National petroleum news. Wednesdays Each issue
- New York commercial. Daily except Sunday Each issue
- Oil, paint and drug reporter. Mondays Each issue
- Report on the prices and marketing practices covering the distribution of gasoline and kerosene throughout the U. S. 30p 1919 (U. S. Fuel administration Oil division) U. S. Fuel Administration, Washington, D. C.
- Wholesale prices of leading articles in U. S. markets. 14p 1917 (U. S. Bureau of foreign and domestic commerce. Miscellaneous series, no. 52) Supt. of doc. 5c
- Wholesale prices series. Issued irregularly (U. S. Bureau of labor statistics) Supt. of doc.
- Yearbook of the Oil, paint and drug reporter. Annual Oil, Paint and Drug Reporter, inc., 100 William St., N. Y. Free with subs. to magazine.
- See also* Prices (Market)—Oils—Fuel and gas

Glass—Plate

- Standard list price section. In list under "Directories, Trade, etc." see No. 141

Glass—Window

- Oil, paint and drug reporter. Mondays Each issue
- Real estate record and builders guide; devoted to real estate, building construction and building management in the metropolitan district. Saturdays Each issue
- Standard list price section. In list under "Directories, Trade, etc." see No. 141
- Yearbook of the Oil, paint and drug reporter, Annual Oil, Paint and Drug Reporter, inc., 100 William St., N. Y. Free with subs to magazine.

Glues

- Oil, paint and drug reporter. Mondays Each issue
- Paint, oil and chemical review. Wednesdays Each issue
- Yearbook of the Oil, paint and drug reporter. Annual Oil, Paint and Drug Reporter, inc., 100 William St., N. Y. Free with subs. to magazine.

Grain

- Bakers weekly. Saturdays Each issue
- Bradstreet's; a journal of trade, finance and public economy. Saturdays Each issue
- Brookmire's trade bulletin, Market policy section. Each month (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services")
- Comercio. Monthly Each issue
- Commerce and finance. Wednesdays Each issue
- Commercial & financial chronicle. Weekly Each issue
- Dun's review; a journal of finance and trade. Saturdays Each issue
- Financial America. Daily except Sundays Each issue
- Financial review; finance, crops, railroads, trade, commerce. Annual
- International crop report and agricultural statistics. Saturday nearest to the 20th of the month Each issue
- Investor's pocket manual; current statistics, records and high and low prices of stocks and bonds of railroad, industrial and mining corporations, also grain, cotton, coffee and provisions. Monthly Each issue
- Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue
- Monthly crop reporter. Monthly Each issue
- Monthly labor review. Monthly Irregularly
- Monthly summary of foreign commerce of the United States. Monthly Each issue
- Standard daily trade service. Each Monday (For publisher, price, etc., see list in this book under "Services")
- Standard farm paper year book. Annual Wallace C. Richardson, inc., 381 Fourth Ave., N. Y.
- (The) Street. Weekly Each issue

Prices (Market)—Grain—Continued

Wholesale prices of leading articles in U. S. markets. 14p 1917 (U. S. Bureau of foreign and domestic commerce. Miscellaneous series, no. 52) Supt. of doc. 5c

Wholesale prices series. Annual (U. S. Bureau of labor statistics) Supt. of doc.

See also under Prices (Market) the following subheads: Cereal products; Flour

Grain (Canada)

Monthly bulletin of agricultural statistics. Monthly In most issues

Grain (Great Britain)

Monthly bulletin of agricultural statistics. Monthly In most issues

Statist. Saturdays Each issue

Times imperial and foreign trade supplement. Saturdays Each issue

Grain (most countries)

International crop report and agricultural statistics. Saturday nearest to the 20th of the month Each issue

Gravel

See Prices (Market)—Sand and gravel

Grease, lard, stearines and tallow

Bradstreet's; a journal of trade, finance and public economy. Saturdays Each issue

Comercio. Monthly Each issue

Commerce and finance. Wednesdays Each issue

Commercial & financial chronicle. Weekly Each issue

Financial America. Daily except Sundays Each issue

Financial review; finance, crops, railroads, trade, commerce. Annual

Hide and leather. Weekly Each issue

Investor's pocket manual; current statistics, records and high and low prices of stocks and bonds of railroad, industrial and mining corporations, also grain, cotton, coffee and provisions. Monthly Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

National provisioner. Saturdays Each issue

New York commercial. Daily except Sunday Each issue

Oil, paint and drug reporter. Mondays Each issue

Shoe and leather reporter. Thursdays Each issue

10 years comparison leather and hides; Country hides; Packer hides each month for seven years. In list under "Directories, Trade, etc." see No. 211

Wholesale prices of leading articles in U. S. markets. 14p 1917 (U. S. Bureau of foreign and domestic commerce. Miscellaneous series, no. 52) Supt. of doc. 5c

Yearbook of the Oil, paint and drug reporter. Annual Oil, Paint and Drug Reporter, inc., 100 William St., N. Y. Free with subs. to magazine.

Groceries

Bradstreet's; a journal of trade, finance and public economy. Saturdays Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Monthly labor review. Monthly Irregularly

New York commercial. Daily except Sunday Each issue

See also Prices (Market), followed by name of article or group

Groceries (Great Britain)

Statist. Saturdays Each issue

Groceries (Retail)

Monthly labor review. Monthly Irregularly

Retail prices and cost of living series. Annual (U. S. Bureau of labor statistics) Supt. of doc.

Groceries (Retail—Canada)

Labour gazette (Canada). Monthly Each issue

Hay, straw and feed

Bradstreet's; a journal of trade, finance and public economy. Saturdays Each issue

Brookmire's trade bulletin, Market policy section. Each month (In Brook-

Prices (Market)—Hay, straw and feed*—Continued*

mire's economic service. For publisher, price, etc., see list in this book under "Services")

Comercio. Monthly Each issue

Financial review; finance, crops, railroads, trade, commerce. Annual

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Monthly crop reporter. Monthly Each issue

Monthly summary of foreign commerce of the United States. Monthly Each issue

New York commercial. Daily except Sunday Each issue

Standard daily trade service. Each Monday (For publisher, price, etc., see list in this book under "Services")

Hay, straw and feed (Great Britain)

Statist. Saturdays Each issue

Times imperial and foreign trade supplement. Saturdays Each issue

Hemp, jute and rope

Brookmire's trade bulletin, Market policy section. Each month (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services")

Comercio. Monthly Each issue

Dun's review; a journal of finance and trade. Saturdays Each issue

Financial review; finance, crops, railroads, trade, commerce. Annual

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Monthly summary of foreign commerce of the United States. Monthly Each issue

New York commercial. Daily except Sundays Each issue

Paper; a weekly technical journal for paper and pulp mills. Weekly Each issue

Paper trade journal; the international weekly of the paper and pulp industry. Thursdays Each issue

Wholesale prices of leading articles in U. S. markets. 14p 1917 (U. S. Bureau of foreign and domestic commerce. Miscellaneous series, no. 52) Supt. of doc. 5c

See also Prices (Market)—Burlap

Hemp, jute and rope (Great Britain)

Statist. Saturdays Each issue

Times imperial and foreign trade supplement. Saturdays Each issue

Hides and skins

Annalist; a magazine of finance, commerce and economics. Mondays Each issue

Boot and shoe recorder. Saturdays Each issue

Bradstreet's; a journal of trade, finance and public economy. Saturdays. Each issue

Brookmire's trade bulletin, Market policy section. Each month (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services")

Comercio. Monthly Each issue

Dun's review; a journal of finance and trade. Saturdays Each issue

Hide and leather. Weekly Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Wednesday and Saturday issues

Monthly labor review. Monthly Irregularly

Monthly summary of foreign commerce of the United States. Monthly Each issue

Shoe and leather reporter. Thursdays Each issue

Standard daily trade service. Each Monday (For publisher, price, etc., see list in this book under "Services")

10 years comparison leather and hides; Country hides; Packer hides each month for seven years. In list under "Directories, Trade, etc." see No. 211

Waste trade journal. Saturdays Each issue

Wholesale prices of leading articles in U. S. markets. 14p 1917 (U. S. Bureau of foreign and domestic commerce. Miscellaneous series, no. 52) Supt. of doc. 5c

Wholesale prices series. Annual (U. S. Bureau of labor statistics) Supt. of doc. See also Prices (Market)—Furs

Hides and skins (Great Britain)

Statist. Saturdays Each issue

Hogs

See Prices (Market)—Livestock

Prices (Market)—*Continued*

Honey

- Comercio. Monthly Each issue
Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Hoofs

See Prices (Market)—Horns, hoofs and bones

Hops and malt

- Bradstreet's; a journal of trade, finance and public economy. Saturdays Each issue
Financial review; finance, crops, railroads, trade, commerce. Annual
Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue
Monthly crop reporter. Monthly Each issue
Monthly summary of foreign commerce of the United States. Monthly Each issue
New York commercial. Daily except Sunday Each issue

Hops and malt (Great Britain)

Statist. Saturdays Each issue

Horns, hoofs and bones

- Comercio. Monthly Each issue
National provisioner. Saturdays Each issue

Ink—Printer's

Comercio. Monthly Each issue

Iron and steel

- American metal market and daily iron and steel report. Daily except Saturday Each issue
Annalist; a magazine of finance, commerce and economics. Mondays. Each issue
Bradstreet's; a journal of trade, finance and public economy. Saturdays Each issue
Brookmire's trade bulletin, Market policy section. Each month (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services")
Commerce and finance. Wednesdays Each issue
Commercial & financial chronicle. Weekly Each issue

- Dun's review; a journal of finance and trade. Saturdays Each issue
Financial review; finance, crops, railroads, trade, commerce. Annual
Iron age. Thursdays Each issue
Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue
Metal statistics. Annual
Monthly labor review. Monthly Irregularly
Monthly summary of foreign commerce of the United States. Monthly Each issue
New York commercial. Daily except Sunday Each issue
Standard daily trade service. Each Monday (For publisher, price, etc., see list in this book under "Services")
Steel and metal digest. Monthly Each issue
(The) Street. Weekly Each issue
Waste trade journal. Saturdays Each issue
Wholesale prices of leading articles in U. S. markets. 14p 1917 (U. S. Bureau of foreign and domestic commerce. Miscellaneous series, no. 52) Supt. of doc. 5c
Wholesale prices series. Annual (U. S. Bureau of labor statistics) Supt. of doc.

Iron and steel (Great Britain)

- Statist. Saturdays Each issue
Times imperial and foreign trade supplement. Saturdays Each issue

Iron and steel—Products

- American metal market and daily iron and steel report. Daily except Saturday Each issue
Automobile trade journal. Monthly Each issue
Bradstreet's; a journal of trade, finance and public economy. Saturdays Each issue
Commercial car journal. 15th of each month Each issue
Dun's review; a journal of finance and trade. Saturdays Each issue
Iron age. Thursdays Each issue
Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue
Marine news. Monthly Each issue

Prices (Market)—Iron and steel—Cont
Metal statistics. Annual

Standard list price section. In list under "Directories, Trade, etc." see No. 141

Steel and metal digest. Monthly Each issue

Waste trade journal. Saturdays Each issue

See also under Prices (Market) the following subheads: Iron and steel—Scrap; Steel wool; Structural material

Iron and steel—Scrap

American metal market and daily iron and steel report. Daily except Saturdays Each issue

Bradstreet's; a journal of trade, finance and public economy. Saturdays Each issue

Iron age. Thursdays Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

New York commercial. Daily except Sundays Each issue

Steel and metal digest. Monthly Each issue

Waste trade journal. Saturdays Each issue

Iron and steel—Scrap (Canada)

Waste trade journal. Saturdays Each issue

Junk

See under Prices (Market) the following subheads: Iron and steel—Scrap; Metals—Scrap; Rubber—Scrap; Waste

Jute

See Prices (Market)—Hemp, jute and rope

Kerosene

See Prices (Market)—Oils—Fuel and gas

Leather

Bradstreet's; a journal of trade, finance and public economy. Saturdays Each issue

Brookmire's trade bulletin, Market policy section. Each month (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services")

Comercio. Monthly Each issue

Dun's review; journal of finance and trade.

Saturdays Each issue

Financial review; finance, crops, railroads, trade, commerce. Annual

Hide and leather. Weekly Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Monthly labor review. Monthly Irregularly

Shoe and leather reporter. Thursdays Each issue

Standard daily trade service. Each Monday (For publisher, price, etc., see list in this book under "Services")

Wholesale prices of leading articles in U. S. markets. 14p 1917 (U. S. Bureau of foreign and domestic commerce. Miscellaneous series, no. 52) Supt. of doc. 5c

Wholesale prices series. Annual (U. S. Bureau of labor statistics) Supt. of doc.

Leather (Great Britain)

Statist. Saturdays Each issue

Leather—Fancy

Hide and leather. Weekly Each issue

Shoe and leather reporter. Thursdays Each issue

10 years comparison leather and hides; Country hides; Packer hides each month for seven years. In list under "Directories, Trade, etc." see No. 211

Leather—Glove

Hide and leather. Weekly Each issue

Shoe and leather reporter. Thursdays Each issue

10 years comparison leather and hides; Country hides; Packer hides each month for seven years. In list under "Directories, Trade, etc." see No. 211

Leather—Harness

Harness gazette; devoted to the interests of harness makers throughout the U. S. and Canada. Monthly Each issue

Shoe and leather reporter. Thursdays Each issue

10 years comparison leather and hides; Country hides; Packer hides each month for seven years. In list under "Directories, Trade, etc." see No. 211

Leather—Shoe

Boot and shoe recorder. Saturdays Each issue

Prices (Market)—Leather—Shoe—Cont

Hide and leather. Weekly Each issue
 Monthly summary of foreign commerce of the United States. Monthly Each issue
 Shoe and leather reporter. Thursdays Each issue
 10 years comparison leather and hides; Country hides; Packer hides each month for seven years. In list under "Directories, Trade, etc." see No. 211

Linseed

See Prices (Market)—Oilseeds, cake, meal and copra

Linseed oil

Bradstreet's; a journal of trade, finance and public economy. Saturdays Each issue
 Brookmire's trade bulletin, Market policy section. Each month (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services")
 Chemical, color & oil daily. Daily Each issue
 Comercio. Monthly Each issue
 Commercial & financial chronicle. Weekly Each issue
 Financial review; finance, crops, railroads, trade, commerce. Annual
 Hide and leather. Weekly Each issue
 India rubber world. 1st of each month Each issue
 Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue
 National petroleum news. Wednesdays Each issue
 National provisioner. Saturdays Each issue
 New York commercial. Daily except Sundays Each issue
 Paint, oil and chemical review. Wednesdays Each issue
 Real estate record and builders guide; devoted to real estate, building construction and building management in the metropolitan district. Saturdays Each issue
 Shoe and leather reporter. Thursdays Each issue
 10 years comparison leather and hides; Country hides; Packer hides each

month for seven years. In list under "Directories, Trade, etc." see No. 211

Linseed oil (Great Britain)

Times imperial and foreign trade supplement. Saturdays Each issue

Livestock

Bradstreet's; a journal of trade, finance and public economy. Saturdays Each issue
 Brookmire's trade bulletin, Market policy section. Each month (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services")
 Dun's review; a journal of finance and trade. Saturdays Each issue
 Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue
 Monthly crop reporter. Monthly Each issue
 Monthly labor review. Monthly Irregularly
 National provisioner. Saturdays Each issue
 New York commercial. Daily except Sundays Each issue
 Standard daily trade service. Each Monday (For publisher, price, etc., see list in this book under "Services")
 Standard farm paper year book. Annual Wallace C. Richardson, inc., 381 Fourth Ave., N. Y.
 Wholesale prices of leading articles in U. S. markets. 14p 1917 (U. S. Bureau of foreign and domestic commerce. Miscellaneous series, no. 52) Supt. of doc. 5c
 Wholesale prices series. Annual (U. S. Bureau of labor statistics) Supt. of doc.
Lumber
 American contractor; the business journal of construction. Saturdays Each issue
 American lumberman. Weekly Each issue
 Brookmire's trade bulletin, Market policy section. Each month (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services.")
 Comercio. Monthly Each issue
 Dun's review; a journal of finance and trade. Saturdays Each issue

Prices (Market)—Lumber—Continued

Real estate record and builders guide; devoted to real estate, building construction and building management in the metropolitan district. Saturdays Each issue

Lumber—Products

American lumberman. Weekly Each issue

Monthly summary of foreign commerce of the United States. Monthly Each issue

See also Prices (Market)—Cord wood (Retail—Canada)

Macaroni

See Prices (Market)—Groceries

Malt

See Prices (Market)—Hops and malt

Matting and mats

Monthly summary of foreign commerce of the United States. Monthly Each issue

Meats

Bradstreet's; a journal of trade, finance and public economy. Saturdays Each issue

Brookmire's trade bulletin, Market policy section. Each month (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services")

Comercio. Monthly Each issue

Commerce and finance. Wednesdays Each issue

Commercial & financial chronicle. Weekly Each issue

Dun's review; a journal of finance and trade. Saturdays Each issue

Financial America. Daily except Sundays Each issue

Financial review; finance, crops, railroads, trade, commerce. Annual

Investor's pocket manual; current statistics, records and high and low prices of stocks and bonds of railroad, industrial and mining corporations, also grain, cotton, coffee and provisions. Monthly Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Monthly labor review. Monthly Irregularly

Monthly summary of foreign commerce of the United States. Monthly Each issue

National provisioner. Saturdays Each issue

New York commercial. Daily except Sunday Each issue

Standard daily trade service. Each Monday (For publisher, price, etc., see list in this book under "Services")

Wholesale prices of leading articles in U. S. markets. 14p 1917 (U. S. Bureau of foreign and domestic commerce. Miscellaneous series, no. 52) Supt. of doc. 5c

Wholesale prices series. Annual (U. S. Bureau of labor statistics) Supt. of doc.

Meats (Great Britain)

Statist. Saturdays Each issue

Meats (Retail)

Monthly labor review. Monthly Irregularly

Retail prices and cost of living series. Annual (U. S. Bureau of labor statistics) Supt. of doc.

Meats (Retail—Canada)

Labour gazette (Canada). Monthly Each issue

Meats (Retail—Great Britain)

Labour gazette. Monthly Each issue

Meats—Canned

See Prices (Market)—Canned goods —Meats

Meats—Products

National provisioner. Saturdays Each issue

New York commercial. Daily except Sundays Each issue

Meats—Salted, smoked, dried, etc.

Comercio. Monthly Each issue

Monthly labor review. Monthly Irregularly

Monthly summary of foreign commerce of the United States. Monthly Each issue

National provisioner. Saturdays Each issue

See also Prices (Market)—Canned goods—Meats

Prices (Market)—Continued**Meats—Salted, smoked, dried, etc.****(Retail)**

Monthly labor review. Monthly Irregularly

Retail prices and cost of living series. Annual (U. S. Bureau of labor statistics) Supt. of doc.

Meats—Salted, cured, dried, etc.**(Retail—Canada)**

Labour gazette (Canada). Monthly Each issue

Metals

American metal market and daily iron and steel report. Daily except Saturdays Each issue

Annalist; a magazine of finance, commerce and economics. Mondays Each issue

Automobile trade journal. Monthly Each issue

Bradstreet's; a journal of trade, finance and public economy. Saturdays Each issue

Brookmire's trade bulletin, Market policy section. Each month (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services")

Commerce and finance. Wednesdays Each issue

Commercial & financial chronicle. Weekly Each issue

Commercial car journal. 15th of each month Each issue

Dun's review; a journal of finance and trade. Saturdays Each issue

Electrical world. Weekly Each issue

Financial America. Daily except Sundays Each issue

Financial review; finance, crops, railroads, trade, commerce. Annual

Iron age. Thursdays. Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Marine news. Monthly Each issue

Metal statistics. Annual

Monthly labor review. Monthly Irregularly

Monthly summary of foreign commerce of the United States. Monthly Each issue

New York commercial. Daily except Sundays Each issue

Oil, paint and drug reporter. Mondays Each issue

Prices tables. In list under "Directories, Trade, etc." see No. 148

Standard daily trade service. Each Monday (For publisher, price, etc., see list in this book under "Services")

Standard list price section. In list under "Directories, Trade, etc." see No. 141

Steel and metal digest. Monthly Each issue

(The) Street. Weekly Each issue

U. S. mineral resources. Pt 1, metals; Pt 2, non-metals. Annual (U. S. Geological survey) Supt. of doc. Pt 1, 75c; Pt 2, 80c

Separates for individual minerals issued prior to publication of bound volumes.

Waste trade journal. Saturdays Each issue

Wholesale prices of leading articles in U. S. markets. 14p 1917 (U. S. Bureau of foreign and domestic commerce. Miscellaneous series, no. 52) Supt. of doc. 5c

Wholesale prices series. Annual (U. S. Bureau of labor statistics) Supt. of doc.

Year book of the Oil, paint and drug reporter. Annual Oil, Paint and Drug Reporter, inc., 100 William St., N. Y. Free with subs. to magazine.

See also Prices (Market)—Iron and steel

Metals (Great Britain)

Price tables. In list under "Directories, Trade, etc." see No. 148

Statist. Saturdays Each issue

Times imperial and foreign trade supplement. Saturdays Each issue

Metals—Products

American metal market and daily iron and steel report. Daily except Saturdays Each issue

Automobile trade journal. Monthly Each issue

Commercial car journal. 15th of each month Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Marine news. Monthly Each issue

Metal statistics. Annual

Prices (Market) —Continued**Metals—Scrap**

American metal market and daily iron and steel report. Daily except Saturdays Each issue

Automobile trade journal. Monthly Each issue

Commercial car journal. 15th of each month Each issue

Electrical world. Weekly Each issue

Iron age. Thursdays. Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

New York commercial. Daily except Sunday Each issue

Waste trade journal. Saturdays Each issue

See also Prices (Market)—Iron and steel—Scrap

Metals—Scrap (Canada)

Waste trade journal. Saturdays Each issue

Milk—Condensed and evaporated

Bradstreet's; a journal of trade, finance and public economy. Saturdays Each issue

Minerals

Mineral industry; its statistics, technology and trade. Annual

U. S. mineral resources. Pt 1, metals; Pt 2, non-metals. Annual (U. S. Geological survey) Supt. of doc. Pt 1, 75c; Pt 2, 80c

Separates for individual minerals issued prior to publication of bound volumes.

Molasses and syrups

Bradstreet's; a journal of trade, finance and public economy. Saturdays Each issue

Financial review; finance, crops, railroads, trade, commerce. Annual

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Monthly crop reporter. Monthly Each issue

New York commercial. Daily except Sundays Each issue

Naval stores

Dun's review; a journal of finance and trade. Saturdays Each issue

Financial review; finance, crops, railroads, trade, commerce. Annual

Monthly summary of foreign commerce of the United States. Monthly Each issue

New York commercial. Daily except Sunday Each issue

Oil, paint and drug reporter. Mondays Each issue

Paint, oil and chemical review. Wednesdays Each issue

See also Prices (Market)—Turpentine

Nuts

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Monthly crop reporter. Monthly Each issue

Monthly summary of foreign commerce of the United States. Monthly Each issue

New York commercial. Daily except Sunday Each issue

Oils

Comercio. Monthly Each issue

Commercial & financial chronicle. Weekly Each issue

Dun's review; a journal of finance and trade. Saturdays Each issue

Hide and leather. Weekly Each issue

India rubber world. 1st of each month Each issue

Monthly summary of foreign commerce of the United States. Monthly Each issue

National petroleum news. Wednesdays Each issue

National provisioner. Saturdays Each issue

Paint, oil and chemical review. Wednesdays Each issue

Textile world journal. Saturdays Each issue

Oils (Great Britain)

Statist. Saturdays Each issue

Times imperial and foreign trade supplement. Saturdays Each issue

Oils—Animal

Chemical, color & oil daily. Daily Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Prices (Market)—Oils—Animal—Continued

New York commercial. Daily except Sundays Each issue

Oil, paint and drug reporter. Mondays Each issue

Shoe and leather reporter. Thursdays Each issue

10 years comparison leather and hides; Country hides; Packer hides each month for seven years. In list under "Directories, Trade, etc." see No. 211

Yearbook of the Oil, paint and drug reporter. Annual. Oil, Paint and Drug Reporter, inc., 100 William St., N. Y. Free with subs. to magazine.

See also Prices (Market)—Oils—Fish

Oils—Burning

Comercio. Monthly Each issue

National petroleum news. Wednesdays Each issue

Oil, paint and drug reporter. Mondays Each issue

Report on prices and marketing practices covering the distribution of gasoline and kerosene throughout the U. S. 30p 1919 (U. S. Fuel administration Oil division) U. S. Fuel Administration, Washington, D. C.

Yearbook of the Oil, paint and drug reporter. Annual Oil, Paint and Drug Reporter, inc., 100 William St., N. Y. Free with subs. to magazine.

Oils—Burning (Retail—Canada)

Labour gazette (Canada). Monthly Each issue

Oils—Essential

Chemical, color and oil daily. Daily Each issue

New York commercial. Daily except Sundays Each issue

Oil, paint and drug reporter. Mondays Each issue

Yearbook of the Oil, paint and drug reporter. Annual Oil, Paint and Drug Reporter, inc., 100 William St., N. Y. Free with subs. to magazine.

See also Prices (Market)—Perfumery materials

Oils—Fish

Chemical, color & oil daily. Daily Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

New York commercial. Daily except Sundays Each issue

Oil, paint and drug reporter. Mondays Each issue

Year book of the Oil, paint and drug reporter. Annual Oil, Paint and Drug Reporter, inc., 100 William St., N. Y. Free with subs. to magazine.

Oils—Fuel and gas

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

National petroleum news. Wednesdays Each issue

New York commercial. Daily except Sundays Each issue

Oil, paint and drug reporter. Mondays Each issue

Yearbook of the Oil, paint and drug reporter. Annual Oil, Paint and Drug Reporter, inc., 100 William St., N. Y. Free with subs. to magazine.

See also Prices (Market)—Gasoline and naphthas

Oils—Lubricating

Comercio. Monthly Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Monthly summary of foreign commerce the United States. Monthly Each issue

National petroleum news. Wednesdays Each issue

New York commercial. Daily except Sundays Each issue

Oils—Mineral (medicinal)

Oil, paint and drug reporter. Mondays Each issue

Yearbook of the Oil, paint and drug reporter. Annual Oil, Paint and Drug Reporter, inc., 100 William St., N. Y. Free with subs. to magazine.

Oils—Vegetable

Chemical, color & oil daily. Daily Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

New York commercial. Daily except Sundays Each issue

Oil, paint and drug reporter. Mondays Each issue

Prices (Market)—Oils—Vegetable—Cont

Yearbook of the Oil, paint and drug reporter. Annual Oil, Paint and Drug Reporter, inc., 100 William St., N. Y. Free with subs. to magazine.

See also under Prices (Market) the following subheads: Cotton seed oil; Linseed oil; Turpentine

Oils—Vegetable (Great Britain)

Times imperial and foreign trade supplement. Saturdays Each issue

Oilseeds, cake, meal and copra

Chemical, color & oil daily. Daily Each issue

Monthly crop reporter. Monthly Each issue

Monthly summary of foreign commerce of the United States. Monthly Each issue

Oil, paint and drug reporter. Mondays Each issue

Paint, oil and chemical review. Wednesdays Each issue

Standard farm paper year book. Annual Wallace C. Richardson, inc., 381 Fourth Ave., N. Y.

Yearbook of the Oil, paint and drug reporter. Annual Oil, Paint and Drug Reporter, inc., 100 William St., N. Y. Free with subs. to magazine.

Oilseeds, cake, meal and copra (Great Britain)

Statist. Saturdays Each issue

Times imperial and foreign trade supplement. Saturdays Each issue

Oleo oil

See Prices (Market)—Oils—Animal

Oleomargarine

New York commercial. Daily except Sundays Each issue

Paints and pigments

Chemical, color & oil daily. Daily Each issue

Comercio. Monthly Each issue

Dun's review; a journal of finance and trade. Saturdays Each issue

India rubber world. 1st of each month Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Saturday issue

Oil, paint and drug reporter. Mondays Each issue

Paint, oil and chemical review. Wednesdays Each issue

Textile world journal. Saturdays Each issue

Yearbook of the Oil, paint and drug reporter. Annual Oil, Paint and Drug Reporter, inc., 100 William St., N. Y. Free with subs. to magazine.

Paper

Brookmire's trade bulletin, Market policy section. Each month (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services")

Comercio. Monthly Each issue

Dun's review; a journal of finance and trade. Saturdays Each issue

Financial review; finance, crops, railroads, trade, commerce. Annual

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Wednesday and Saturday issues

Monthly summary of foreign commerce of the United States. Monthly Each issue

Paper; a weekly technical journal for paper and pulp mills. Weekly Occasionally

Paper trade journal; the international weekly of the paper and pulp industry. Thursdays Each issue

Paper (Canada)

Paper trade journal; the international weekly of the paper and pulp industry. Thursdays Each issue

Paper waste

See Prices (Market)—Waste

Peas

See Prices (Market)—Beans and peas

Perfumery materials

Oil, paint and drug reporter. Mondays Each issue

Yearbook of the Oil, paint and drug reporter. Annual Oil, Paint and Drug Reporter, inc., 100 William St., N. Y. Free with subs. to magazine.

Prices (Market)—Continued**Petroleum**

Annalist; a magazine of finance, commerce and economics. Mondays Each issue

Bradstreet's; a journal of trade, finance and public economy. Saturdays Each issue

Brookmire's trade bulletin, Market policy section. Each month (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services")

Commercial & financial chronicle. Weekly Each issue

Dun's review; a journal of finance and trade. Saturdays Each issue

Financial review; finance, crops, railroads, trade, commerce. Annual

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Monthly labor review. Monthly Irregularly

Monthly summary of foreign commerce of the United States. Monthly Each issue

National petroleum news. Wednesdays Each issue

New York commercial. Daily except Sundays Each issue

Oil, paint and drug reporter. Mondays Each issue

Wholesale prices of leading articles in U. S. markets. 14p 1917 (U. S. Bureau of foreign and domestic commerce. Miscellaneous series, no. 52) Supt. of doc. 5c

Wholesale prices series. Annual (U. S. Bureau of labor statistics) Supt. of doc.

Yearbook of the Oil, paint and drug reporter. Annual Oil, Paint and Drug Reporter, inc., 100 William St., N. Y. Free with subs. to magazine.

Petroleum (Great Britain)

Statist. Saturdays Each issue

Petroleum—Products

See under Prices (Market) the following subheads: Gasoline and naphthas; Oils—Burning; Oils—Fuel and gas; Oils—Lubricating; Oils—Mineral (medicinal); Petroleum—Refiner's materials

Petroleum—Refiner's materials

National petroleum news. Wednesdays Each issue

Phosphates and sulphates

See Prices (Markets)—Fertilizer materials

Pitch

See under Prices (Market) the following subheads: Naval stores; Resins, gums and pitches

Poultry—Dressed

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Monthly labor review. Monthly Irregularly

National provisioner. Saturdays Each issue

New York commercial. Daily except Sundays Each issue

Poultry—Dressed (Retail)

Monthly labor review. Monthly Irregularly

Retail prices and cost of living series. Annual (U. S. Bureau of labor statistics) Supt. of doc.

Poultry—Live

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Monthly crop reporter. Monthly Each issue

National provisioner. Saturdays Each issue

New York commercial. Daily except Sundays Each issue

Printer's ink

See Prices (Market)—Ink—Printer's

Pulp

See Prices (Market)—Wood pulp, etc.

Rags, etc.

See Prices (Market)—Waste

Rent (Houses in Canada)

Labour gazette (Canada). Monthly Each issue

Resins, gums and pitches

Chemical, color & oil daily. Daily Each issue

Comercio. Monthly Each issue

Prices (Market)—Resins, gums and pitches
—*Continued*

India rubber world. 1st of each month
Each issue

Journal of commerce and commercial
bulletin. Daily except Sundays and
holidays Saturday issue

New York commercial. Daily except
Sunday Each issue

Oil, paint and drug reporter. Mondays
Each issue

Paint, oil and chemical review. Wednes-
days Each issue

Yearbook of the Oil, paint and drug re-
porter. Annual Oil, Paint and Drug
Reporter, inc., 100 William St., N. Y.
Free with subs. to magazine.

See also Prices (Market)—Naval
stores

Retail

See subdivisions under Prices (Mar-
ket) in which (Retail) appears after
subject

Rice

Bradstreet's; a journal of trade, finance
and public economy. Saturdays Each
issue

Brookmire's trade bulletin, Market policy
section. Each month (In Brookmire's
economic service. For publisher, price,
etc., see list in this book under "Ser-
vices")

Comercio. Monthly Each issue

Dun's review; a journal of finance and
trade. Saturdays Each issue

Financial review; finance, crops, rail-
roads, trade, commerce. Annual

International crop report and agricultural
statistics. Saturday nearest to the 20th
of the month Each issue

Journal of commerce and commercial
bulletin. Daily except Sundays and
holidays Each issue

Monthly crop reporter. Monthly Each
issue

Monthly labor review. Monthly Irregu-
larly

Monthly summary of foreign commerce
of the United States. Monthly Each
issue

New York commercial. Daily except
Sundays Each issue

Standard daily trade service. Each Mon-
day (For publisher, price, etc., see list
in this book under "Services")

Wholesale prices of leading articles in
U. S. markets. 14p 1917 (U. S. Bu-
reau of foreign and domestic com-
merce. Miscellaneous series, no. 52)
Supt. of doc. 5c

Wholesale prices series. Annual (U. S.
Bureau of labor statistics) Supt. of doc.

Rice (Great Britain)

Statist. Saturdays Each issue

Rice (most countries)

International crop report and agricul-
tural statistics. Saturday nearest to
the 20th of the month Each issue

Rice (Retail)

Monthly labor review. Monthly Irregu-
larly

Retail prices and cost of living series.
Annual (U. S. Bureau of labor statis-
tics) Supt. of doc.

Rice (Retail—Canada)

Labour gazette (Canada). Monthly Each
issue

Rope

See Prices (Market)—Hemp, jute
and rope

Rosin and rosin oil

See under Prices (Market) the fol-
lowing subheads: Naval stores; Oils;
Resins, gums and pitches

Rubber

Annalist; a magazine of finance, com-
merce and economics. Mondays Each
issue

Automobile trade journal. Monthly
Each issue

Boot and shoe recorder. Saturdays
Each issue

Brookmire's trade bulletin, Market policy
section. Each month (In Brookmire's
economic service. For publisher, price,
etc., see list in this book under "Ser-
vices")

Comercio. Monthly Each issue

Commercial & financial chronicle.
Weekly Each issue

Commercial car journal. 15th of each
month Each issue

Dun's review; a journal of finance and
trade. Saturdays Each issue

Financial review; finance, crops, rail-
roads, trade, commerce. Annual

Prices (Market)—Rubber—Continued

- India rubber world. 1st of each month Each issue
 - Journal of commerce and commercial bulletin. Daily except Sundays and holidays Wednesday and Saturday issues
 - Monthly summary of foreign commerce of the United States. Monthly Each issue
 - New York commercial. Daily except Sunday Each issue
 - Standard daily trade service. Each Monday (For publisher, price, etc., see list in this book under "Services")
 - Waste trade journal. Saturdays Each issue
- See also Prices (Market)—Tires and tubes*

Rubber (Great Britain)

- Statist. Saturdays Each issue
- Times imperial and foreign trade supplement. Saturdays Each issue

Rubber—Scrap

- Boot and shoe recorder. Saturdays Each issue
- Commercial car journal. 15th of each month Each issue
- India rubber world. 1st of each month Each issue
- New York commercial. Daily except Sunday Each issue
- Waste trade journal. Saturdays Each issue

Rubber—Scrap (Canada)

- Waste trade journal. Saturdays Each issue

Rubber—Substitutes

- India rubber world. 1st of each month Each issue

Rubber trade—Supplies

- India rubber world. 1st of each month Each issue

Salt

- Dun's review; a journal of finance and trade. Saturdays Each issue
- Financial review; finance, crops, railroads, trade, commerce. Annual
- Journal of commerce and commercial bulletin. Daily except Sundays and holidays Wednesday and Saturday issues
- National provisioner. Saturdays Each issue

Sand and gravel

- American contractor; the business journal of construction. Saturdays Each issue
- Building supply news. Every other Tuesday Each issue
- Real estate record and builders guide; devoted to real estate, building construction and building management in the metropolitan district. Saturdays Each issue
- Rock products. Every other week Each issue

Sand and gravel (Canada)

- Building supply news. Every other Tuesday Each issue

Sheep and lambs

See Prices (Market)—Livestock

Shellac

- India rubber world. 1st of each month Each issue
- New York commercial. Daily except Sunday Each issue
- Oil, paint and drug reporter. Mondays Each issue
- Paint, oil and chemical review. Wednesdays Each issue
- Yearbook of the Oil, paint and drug reporter. Annual Oil, Paint and Drug Reporter, inc., 100 William St., N. Y. Free with subs. to magazine.

Shellac (Great Britain)

- Statist. Saturdays Each issue

Shoes

See Prices (Market)—Boots and shoes

Silk

- American silk journal. First of each month
- Annalist; a magazine of finance, commerce and economics. Mondays Each issue
- Brookmire's trade bulletin, Market policy section. Each month (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services")
- Dun's review; a journal of finance and trade. Saturdays Each issue
- Fibre and fabric. Saturdays Occasionally

Prices (Market)—Silk —Continued

Monthly summary of foreign commerce of the United States. Monthly Each issue

New York commercial. Daily except Sunday Each issue

Silk; with which is incorporated The silk reporter; an illustrated magazine published monthly in the interests of the producer and the buyer. Monthly Each issue

Standard daily trade service. Each Monday (For publisher, price, etc., see list in this book under "Services")

Textile world journal. Saturdays Each issue

Wholesale prices of leading articles in U. S. markets. 14p 1917 (U. S. Bureau of foreign and domestic commerce. Miscellaneous series, no. 52) Supt. of doc. 5c

Silk (Great Britain)

Statist. Saturdays Each issue

Sisal

See Prices (Market)—Hemp, jute and rope

Sizing materials

Textile world journal. Saturdays Each issue

Soaps

Textile world journal. Saturdays Each issue

Spices

Comercio. Monthly Each issue

Dun's review; a journal of finance and trade. Saturdays Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

National provisioner. Saturdays Each issue

New York commercial. Daily except Sunday Each issue

Oil, paint and drug reporter. Mondays Each issue

Tea and coffee trade journal. Monthly Each issue

Yearbook of the Oil, paint and drug reporter. Annual Oil, Paint and Drug Reporter, inc., 100 William St., N. Y. Free with subs. to magazine.

Starch

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Monthly summary of foreign commerce of the United States. Monthly Each issue

Textile world journal. Saturdays Each issue

Starch (Retail—Canada)

Labour gazette (Canada). Monthly Each issue

Stearines

See Prices (Market)—Grease, lard, stearines and tallow

Steel wool

Paint, oil and chemical review. Wednesdays Each issue

Stocks

See Investments—Quotations

Stone—Crushed

American contractor; the business journal of construction. Saturdays Each issue

Building supply news. Every other Tuesday Each issue

Rock products. Every other week Each issue

Stone—Crushed (Canada)

Building supply news. Every other Tuesday Each issue

Storage batteries

See Prices (Market)—Electrical supplies and appliances

Straw

See Prices (Market)—Hay, straw and feed

Structural material

American contractor; the business journal of construction. Saturdays Each issue

Iron age. Thursdays Each issue

Metal statistics. Annual

Monthly summary of foreign commerce of the United States. Monthly Each issue

New York commercial. Daily except Sunday Each issue

Prices (Market)—Structural material—*Cont*
 Real estate record and builders guide; devoted to real estate, building construction and building management in the metropolitan district. Saturdays Each issue
 Standard list price section. In list under "Directories, Trade, etc." see No. 141
 Steel and metal digest. Monthly Each issue

Sugar
 Bradstreet's; a journal of trade, finance and public economy. Saturdays Each issue
 Brookmire's trade bulletin, Market policy section. Each month (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services")
 Comercio. Monthly Each issue
 Commerce and finance. Wednesdays Each issue
 Commercial & financial chronicle. Weekly Each issue
 Dun's review; a journal of finance and trade. Saturdays Each issue
 Facts about sugar; devoted to American sugar production. Monthly
 Financial America. Daily except Sundays Each issue
 Financial review; finance, crops, railroads, trade, commerce. Annual
 Investor's pocket manual; current statistics, records and high and low prices of stocks and bonds of railroad, industrial and mining corporations, also grain, cotton, coffee and provisions. Monthly Each issue
 Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue
 Monthly crop reporter. Monthly Each issue
 Monthly labor review. Monthly Irregularly
 Monthly summary of foreign commerce of the United States, Monthly Each issue
 New York commercial. Daily except Sunday Each issue
 Standard daily trade service. Each Monday (For publisher, price, etc., see list in this book under "Services")
 (The) Street. Weekly Each issue
 Wholesale prices of leading articles in U. S. markets. 14p 1917 (U. S. Bu-

reau of foreign and domestic commerce. Miscellaneous series, no. 52) Supt. of doc. 5c

Wholesale prices series. Annual (U. S. Bureau of labor statistics) Supt. of doc.

Sugar (Great Britain)

Statist. Saturdays Each issue
 Times imperial and foreign trade supplement. Saturdays Each issue

Sugar (Retail)

Monthly labor review. Monthly Irregularly
 Retail prices and cost of living series. Annual (U. S. Bureau of labor statistics) Supt. of doc.

Sugar (Retail—Canada)

Labour gazette (Canada). Monthly Each issue

Sugar (Retail—Great Britain)

Labour gazette. Monthly Each issue

Tallow

See Prices (Market)—Grease, lard, stearines and tallow

Tanning materials

Chemical, color & oil daily. Daily Each issue
 Comercio. Monthly Each issue
 Hide and leather. Weekly Each issue
 Shoe and leather reporter. Thursdays Each issue
 10 years comparison leather and hides; Country hides; Packer hides each month for seven years. In list under "Directories, Trade, etc." see No. 211
 Textile world journal. Saturdays Each issue

See also Prices (Market)—Dyestuffs

Tapioca

See Prices (Market)—Groceries

Tar

See Prices (Market)—Naval stores

Tea

Bradstreet's; a journal of trade, finance and public economy. Saturdays Each issue
 Brookmire's trade bulletin, Market policy section. Each month (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services")

Prices (Market)—Tea—Continued

Dun's review; a journal of finance and trade. Saturdays Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Monthly summary of foreign commerce of the United States. Monthly Each issue

New York commercial. Daily except Sunday Each issue

Standard daily trade service. Each Monday (For publisher, price, etc., see list in this book under "Services")

Tea and coffee trade journal. Monthly Each issue

Wholesale prices of leading articles in U. S. markets. 14p 1917 (U. S. Bureau of foreign and domestic commerce. Miscellaneous series, no. 52) Supt. of doc. 5c

• **Tea (Great Britain)**

Statist. Saturdays Each issue

Times imperial and foreign trade supplement. Saturdays Each issue

Tea (Retail—Canada)

Labour gazette (Canada). Monthly Each issue

Tea (Retail—Great Britain)

Labour gazette. Monthly Each issue

Tin plate

Bradstreet's; a journal of trade, finance and public economy. Saturdays Each issue

Dun's review; a journal of finance and trade. Saturdays Each issue

Financial review; finance, crops, railroads, trade, commerce. Annual

Iron age. Thursdays Each issue

Metal statistics. Annual

Monthly labor review. Monthly Irregularly

Monthly summary of foreign commerce of the United States. Monthly. Each issue

New York commercial. Daily except Sunday Each issue

Standard list price section. In list under "Directories, Trade, etc." see No. 141

Wholesale prices series. Annual (U. S. Bureau of labor statistics) Supt. of doc.

Tin plate (Great Britain)

Statist. Saturdays Each issue

Times imperial and foreign trade supplement. Saturdays Each issue

Tires and tubes

Automobile trade journal. Monthly Each issue

Motor record. Monthly Each issue

Tobacco

Brookmire's trade bulletin, Market policy section. Each month (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services")

Comercio. Monthly Each issue

Commercial & financial chronicle. Weekly Each issue

Dun's review; a journal of finance and trade. Saturdays Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Wednesday and Saturday issues

Monthly crop reporter. Monthly Each issue

Monthly summary of foreign commerce of the United States. Monthly Each issue

Turpentine

Brookmire's trade bulletin, Market policy section. Each month (For publisher, price, etc., see list in this book under "Services")

Comercio. Monthly Each issue

Commercial & financial chronicle. Weekly Each issue

Dun's review; a journal of finance and trade. Saturdays Each issue

Financial review; finance, crops, railroads, trade, commerce. Annual

Monthly summary of foreign commerce of the United States. Monthly Each issue

National petroleum news. Wednesdays Each issue

New York commercial. Daily except Sunday Each issue

Oil, paint and drug reporter. Mondays Each issue

Real estate record and builders guide; devoted to real estate, building construction and building management in the metropolitan district. Saturdays Each issue

Prices (Market)—Continued**Turpentine (Great Britain)**

Statist. Saturdays Each issue

Twine

See Prices (Market)—Hemp, jute and rope

Varnish gums

See under Prices (Market) the following subheads: Resins, gums and pitches; Shellac

Vegetables

Bradstreet's; a journal of trade, finance and public economy. Saturdays Each issue

Brookmire's trade bulletin, Market policy section. Each month (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services")

Dun's review; a journal of finance and trade. Saturdays Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Monthly crop reporter. Monthly Each issue

Monthly labor review. Monthly Irregularly

Monthly summary of foreign commerce of the United States. Monthly Each issue

New York commercial. Daily except Sunday Each issue

Standard daily trade service. Each Monday (For publisher, price, etc., see list in this book under "Services")

See also under Prices (Market) the following subheads: Beans and peas; Canned goods—Fruit and vegetables

Vegetables (Great Britain)

Statist. Saturdays Each issue

Vegetables (Retail)

Monthly labor review. Monthly Irregularly

Retail prices and cost of living series. Annual (U. S. Bureau of labor statistics) Supt. of doc.

Vegetables (Retail—Great Britain)

Labour gazette. Monthly Each issue

Vegetables—Hothouse

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

New York commercial. Daily except Sunday Each issue

War—Civil

Brookmire economic service. Economic trends of war and reconstruction (1860-1870). 1918

War—European (most countries)

History of prices during the war series. (U. S. Dept. of commerce) Supt. of doc. (Published irregularly, giving data on commodity prices.)

Mitchell, W. C. International price comparisons; history of prices during the war. 395p 1919 (U. S. Dept. of commerce) Supt. of doc. 25c

Waste

Comercio. Monthly Each issue

Fibre and fabric. Saturdays Each issue

Hide and leather. Weekly Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Saturday issue

Paper; a weekly technical journal for paper and pulp mills. Weekly Each issue

Paper trade journal; the international weekly of the paper and pulp industry. Thursdays Each issue

Textile world journal. Saturdays Each issue

Waste trade journal. Saturdays Each issue

Waste (Canada)

Paper trade journal; the international weekly of the paper and pulp industry. Thursdays Each issue

Waste trade journal. Saturdays Each issue

Waste (foreign)

Waste trade journal. Saturdays Each issue

Waxes

Chemical, color & oil daily. Daily Each issue

Comercio. Monthly Each issue

India rubber world. 1st of each month Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Prices (Market)—Waxes—Continued

- Monthly summary of foreign commerce of the United States. Monthly Each issue
- National petroleum news. Wednesdays Each issue
- New York commercial. Daily except Sunday Each issue
- Oil, paint and drug reporter. Mondays Each issue
- Paint, oil and chemical review. Wednesdays Each issue
- Yearbook of the Oil, paint and drug reporter. Annual Oil, Paint, and Drug Reporter, inc., 100 William St., N. Y. Free with subs. to magazine.

Wire

See under Prices (Market) the following subheads: Iron and steel—Products; Metals—Products

Wood (fuel)

See Prices (Market)—Cord wood

Wood pulp, etc.

- Monthly summary of foreign commerce of the United States. Monthly Each issue
- Paper; a weekly technical journal for paper and pulp mills. Weekly Each issue
- Paper trade journal; the international weekly of the paper and pulp industry. Thursdays Each issue
- Waste trade journal. Saturdays Each issue

Wood pulp, etc. (Canada)

- Paper trade journal; the international weekly of the paper and pulp industry. Thursdays Each issue

Wool

- Bradstreet's; a journal of trade, finance and public economy. Saturdays Each issue
- Brookmire's trade bulletin, Market policy section. Each month (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services")
- Dun's review; a journal of finance and trade. Saturdays Each issue
- Fibre and fabric. Saturdays Each issue
- Financial review; finance, crops, railroads, trade, commerce. Annual

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Monthly crop reporter. Monthly Each issue

Monthly summary of foreign commerce of the United States. Monthly Each issue

Standard farm paper year book. Annual Wallace C. Richardson, inc., 381 Fourth Ave., N. Y.

(The) Street. Weekly Each issue

Textile world journal. Saturdays Each issue

Wholesale prices of leading articles in U. S. markets. 14p 1917 (U. S. Bureau of foreign and domestic commerce. Miscellaneous series, no. 52) Supt. of doc. 5c

Wool (Great Britain)

Statist. Saturdays Each issue

Times imperial and foreign trade supplement. Saturdays Each issue

Wool waste

See Prices (Market)—Waste

Woolen goods

Brookmire's trade bulletin, Market policy section. Each month (In Brookmire's economic service. For publisher, price, etc., see list in this book under "Services")

Dun's review; a journal of finance and trade. Saturdays Each issue

Fibre and fabric. Saturdays Occasionally

Monthly labor review. Monthly Irregularly

Monthly summary of foreign commerce of the United States. Monthly Each issue

Wholesale prices series. Annual (U. S. Bureau of labor statistics) Supt. of doc.

See also under Prices (Market) the following subheads: Carpets and rugs; Worsted yarn

Worsted yarn

Fibre and fabric. Saturdays Each issue

Journal of commerce and commercial bulletin. Daily except Sundays and holidays Each issue

Monthly labor review. Monthly Irregularly

Prices (Market)—Worsted yarn—*Cont*
 New York commercial. Daily except
 Sunday Each issue
 Textile world journal. Saturdays Each
 issue
 Wholesale prices series. Annual (U. S.
 Bureau of labor statistics) Supt. of doc.

Yarn

See under Prices (Market) the fol-
 lowing subheads: Cotton yarn; Worsted
 yarn

Prill, A.

Trading in wheat. 1917 Mag. of Wall
 St. \$1.25

Primer of scientific management. Gilbreth,
 F. B. 1912

Prindle, E. J.

Patents as a factor in manufacturing.
 1908 (Works management lib.) En-
 gineering \$2

Printing business

Basford, H. M. How to advertise print-
 ing. 1915

—How to sell printing. 1916

Francis, C. Printing for profit. 1917

Kimball, D. Composing room manage-
 agement; a survey of present conditions
 and a discussion in detail of possible
 improvements. 1918

Nathan, P. Business office. (In his How
 to make money in the printing busi-
 ness, 1900, p. 181-189)

See also Abbreviations; Advertis-
 ing—Technique; Associations—Direc-
 tories—Printing business; Book trade;
 Commodities of commerce—Uses; Or-
 ganization and administration; Prices
 (Market)—Ink—Printer's; Prices (Mar-
 ket)—Paper; Proof-reading; Publish-
 ing trade; Statistics—Manufactures;
 Style books; also notes on Sources of
 information under Trades

Accounting

See Accounting—Printing business

Advertising

See Advertising—Printing business

Commercial correspondence

See Commercial correspondence—
 Printing business

Cost accounts

See Cost accounts—Printing business

Costs

Taylor, H. H. Comparative basic costs
 of typesetting by hand, linotype, and

monotype, of 8, 10, and 12 point non-
 technical text matter, set both leaded
 and solid. 54p 1916 (Harvard univer-
 sity—Graduate school of business ad-
 ministration. Student reports on busi-
 ness problems) Harvard university—
 Graduate school of business adminis-
 tration 50c

See also subhead Costs under News-
 paper business

Directories

In list under "Directories, Trade, etc."
 see No. 80, 192

See also Associations—Directories—
 Printing business; also subhead Direc-
 tories under: Book trade; Manufactur-
 ers; Newspaper business; Paper trade;
 Periodicals; Publishing trade; Station-
 ery trade

Encyclopedias and dictionaries

Polk, R. W. Glossary—definitions and
 technical terms. (In his Vocational
 printing, 1918, p. 232-236)

Vizetelly, F. H. Glossary of technical
 terms used in printing and binding. (In
 his Preparation of manuscripts for the
 printer, 1913, p. 113-139)

Salesmanship

See Salesmanship—Printing business

Printing trades. Shaw, F. L. 1916

Prisons

See also subhead Institutions under:
 Accounting; Auditing; Cost accounts

Directories

In list under "Directories, Trade, etc."
 see No. 185

Private schools. See Schools and colleges
 —Directories

Private secretaries. See Secretarial work

Probabilities. See Insurance; Insurance—
 Life; Tables, formulae, etc.

Problem of greater New York. Brearley,
 H. C. 1914

Problems in cost accounting. Eggleston,
 D. C. 1918

Problems in the principles of accounting.
 Cole, W. M. 1915

Problems of peace. Gibson, T. 1919

Produce dealers

Greengrocers. (In Harmsworth business
 library, v. 7, p. 15-22)

See also Grocery trade; Meat trade;
 Prices (Market), with subdivisions

Produce dealers—Continued**Directories**

See Grocery trade—Directories

Produce exchanges

Amer. acad. of pol. and soc. science.
American produce exchange markets.
1911

Atwood, A. W. Exchanges and speculation.
1917 (Alex. Ham. inst. Mod. bus. v. 20)

See also Farm produce—Marketing methods;
Speculation—Agricultural products; Stock exchange

Produce markets and marketing. Seibels,
W. T. 1911

Produce trade

See Accounting—Jobbing, commission business, etc.; Butter trade; Cooperative selling; Dairy industry; Distribution and marketing; Fruit trade; Grain trade; Jobbing, commission business, etc.; Meat trade; Organization and administration; Prices (Market), with subdivisions; Produce dealers; Produce exchanges; Retailing; Statistics—Agriculture; Sugar trade; *also* subheads under: Bee industry; Coffee trade; Farm produce; Nut trade; Packing trade; Poultry business; Spice trade; Tea trade; *also* notes on Sources of information under Trades

Directories

See Grocery trade—Directories

Production**Statistics**

See Statistics—Production

Production factors in cost accounting and works management. Church, A. H.
1910

Productive advertising. Hess, H. W. 1915

Productive costs in cotton spinning mills.
Hardman, A. H. 1912

Productive poultry husbandry. Lewis,
H. R. 1913

Productive sheep husbandry. Coffey, W. C.
1918

Productive vegetable growing. Lloyd, J. W.
1914

Products**Commercial**

See Commodities of commerce

Professional offices. *See* Associations—Directories; *also* subhead Directories under: Accountants' offices; Architects'

offices; Architects' offices—Landscape; Architects' offices—Naval; Auditors' offices; Dentists' offices; Engineering offices; Lawyers' offices; Physicians' offices; U. S.—Army; U. S.—Navy

Profit. *See* Cost accounts; Efficiency—Industrial; Interest; Price maintenance; Tables, formulae, etc.; Turnover (of stock); *also* subhead Costs under: Jobbing, commission business, etc.; Retail stores; Sales; and under name of specific trade or business (for list of trades *see* reference under Costs)

Profit making in shop and factory management. Carpenter, C. U. 1908

Profit sharing

Burritt, A. W., and others. Profit sharing, its principles and practice; a collaboration. 1918

Dartnell corporation. Profit sharing plans, for salesmen, sales executives, department managers and office workers; with a section on the compensation of the sales manager. (Special report, no. 34) \$2

Leitch, J. Man to man; the story of industrial democracy. 1919

Nat. civic federation. Profit sharing by American employers. 1916

See also Employees; Executive methods and policies

Progress and profit for mill men. Martin,
H. D. 1909

Progressive poultry culture. Brigham,
A. A. 1908

Promoting

Avram, M. H. Patenting and promoting inventions. 1918

Business training corporation. Financing; how modern business makes and spends its dollars. (In its Course in business essentials, 1916-1918, v. 10)

Carney, W. A. Promoter's assistant and improved secretary's manual. 3d ed
1910

Cooper, F. Financing an enterprise; a manual of information and suggestion for promoters, investors and business men generally. 1915

Dewing, A. S. Corporate promotions and reorganizations. 1914 (Harvard economic studies)

Farson, J. Financing a business. (In Modern merchandising, 1910, v. 1, p. 57-110)

Promoting—*Continued*

Lough, W. H. Corporation finance; an exposition of the principles and methods governing the promotion, organization and management of modern corporations. 1914 (Alex. Ham. inst. Mod. bus. v. 8)

—Securing capital. (In his *Business finance*, 1917, p. 201-353)

Spelling, T. C. Manual of corporate management, with forms. 3d ed 1919

Walker, W. H. Corporation finance. 1917 (Alex. Ham. inst. Mod. bus. v. 11)

See also Corporations—Finance; Investments; Law—Corporations; Organization and administration; Retail stores—Finance; Stock brokerage business; *also* subheads for name of specific trade or business under Advertising

Proof-reading

Collins, F. H. Authors' and printers' dictionary. 4th ed 1912 (English practice)

Smith, A. M. Proof-reading and punctuation. 3d ed 1905

See also Style books

Proper distribution of expense burden. Church, A. H. 1908

Property. *See* Administration of estates; Capital; Law; Real estate business; Taxation; Wealth

Property insurance. Huebner, S. S. 1911

Property insurance. Zartman, L. W. 1914

Protection. *See* Tariff

Proud, E. D.

Welfare work. 1916 Macmillan \$3

Psychology

Adams, H. F. Advertising and its mental laws. 1916

Atkinson, W. W. How to read human nature. 1913

Blackford, K. M. H. Job, the man, the boss. 1916

—Reading character at sight; seven simple lessons. 1918

Bronner, A. F. Psychology of special abilities and disabilities. 1917

Business training corporation. Mental ability. (In its *Course in business essentials*, 1916-1918, v. 3)

Dearborn, G. V. How to learn easily; practical hints on economical study. 1916

Dewey, J. How we think. 1910

Eastman, G. R. Psychology for business efficiency. 1916

—Psychology of salesmanship. 1916

Gilbreth, L. M. Psychology of management; function of the mind in determining, teaching and installing methods of least waste. 1914

Grimshaw, R. Lessons in personal efficiency. 1918

Harden, J. I. Psychology of soliciting; an application of mental laws to the art of canvassing. 1905

Hartness, J. Human factor in works management. 1912

Hollingworth, H. L. Advertising and selling; principles of appeal and response. 1913

—Applied psychology. 1917

—Vocational psychology; its problems and methods; with a chapter on "Vocational aptitudes of women" by L. S. Hollingworth. 1916

James, W. Psychology; briefer course. 1910

Johnson, J. F. Psychology. (In his *Business and the man*, 1917, p. 99-110)

Kelly, F. C. Human nature in business; how to capitalize your every-day habits and characteristics. 1920

Kemble, W. F. Choosing employees by mental and physical tests. 1917 (*Industrial management library*)

Knowlson, T. S. Business psychology; a system of mental training for commercial life. 1912

Knox, J. S. Salesmanship and business efficiency. 1917

Link, H. C. Employment psychology; the application of scientific methods to the selection, training and grading of employees. 1919

Morrell, E. Science of judging men. 1917

Münsterberg, H. Business psychology. 1917

—Psychology and industrial efficiency. 1913

Read, H. E. Psychology in salesmanship. (In his *Salesmanship*, 1915, p. 1-62)

Scott, W. D. Increasing human efficiency in business. 1913

—Influencing men in business; the psychology of argument and suggestion. 1911

Psychology—Continued

Sidis, B. Psychology of suggestion; a research into the sub-conscious nature of man and society; with an introduction by W. James. 1898

Staley, D. M. Psychology of the spoken word. 1915

Swift, E. J. Psychology and the day's work; a study in the application of psychology to daily life. 1919

Tead, O. Instincts in industry; a study of working-class psychology. 1918

See also Ability tests; Character analysis; Efficiency—Industrial; Efficiency—Personal; Employment problems; Memory; Scientific management

Periodicals

Journal of applied psychology. Quarterly

✓ Psychology of a sale. Forbes-Lindsay, C. H. A. 1914

Psychology of advertising. Scott, W. D. 1913

Psychology of salesmanship. Atkinson, W. W. 1910

Psychology of skill. Book, W. F. 1908

Psychology of the stock market. Selden, G. C. 1912

Public affairs information service. *See* under "Services."

Public documents. *See* subhead Bibliography under: Cities—Publications; Government publications; States—Publications

Public libraries. *See* subhead Directories under: Libraries; Libraries—Business

Public service corporations

Doolittle, F. W. Studies in the cost of urban transportation service. 1916

Ignatius, M. B. Financing of public service corporations. 1918

Nat. civic federation. Commission regulation of public utilities; a compilation and analysis of laws of forty-three states and of the federal government for the regulation by central commission of railroads and other public utilities. 1913

Whitten, R. H. Regulation of public service companies in Great Britain, with supplemental chapters on the Boston sliding scale and Toronto auction sale and maximum dividend plans. 1914

See also Depreciation; Electric light and power companies; Express service;

Gas companies; Investments—Public utilities—Analyses; Organization and administration; Railroads; Telegraph industry; Telephone industry; Valuation; *also* notes on Sources of information under Business

Accounting

See under Accounting the following subheads: Electric light and power companies; Electric railroads; Engineering offices; Express companies; Gas companies; Public service corporations; Telephone industry; Water works

Advertising

See under Advertising the following subheads: Electric light and power companies; Gas companies; Public service corporations

Auditing

See under Auditing the following subheads: Electric light and power companies; Electric railroads; Gas companies; Public service corporations; Telephone industry

Directories

See subhead Directories under: Corporations; Electric light and power companies; Electric railroads; Engineering offices; Express service; Gas companies; Railroads; Telephone industry; Water transportation business

Organization and administration

Hubbard, W. D. Water-works management and maintenance. 1907

Seabrook, A. H. Management of public electric supply undertakings. 1913

See also Organization and administration; *also* subhead Organization and administration under: Corporations; Electric light and power companies; Gas companies; Railroads

Securities

See Investments—Holders of; Investments—Public utilities—Analyses

Valuation

See Valuation

Publicity. *See* Advertising

Publicity and progress. Smith, H. H. 1915

Publishers' trade list annual. Annual Bowker \$3.50

Publishing trade

See also Book trade; Commodities of commerce—Uses; Newspaper business; Organization and administration; Prices (Market)—Ink—Printer's; Prices (Market)—Paper; Printing business; also notes on Sources of information under Trades

Accounting

See Accounting—Publishing trade

Advertising

See Advertising—Publishing trade

Auditing

See Auditing—Publishing trade

Directories

In list under "Directories, Trade, etc." see No. 8, 80

See also subhead Directories under: Book trade; Manufacturers; Printing business

Encyclopedias and dictionaries

See Encyclopedias and dictionaries—Printing business

Pulp trade. See Fiber trade—Directories; Paper trade

Purchasing

Basset, W. R. Effective purchasing methods and records. (In his Accounting as an aid to business profits, 1918, p. 51-82)

Brookmire economic service, 56 Pine St., N. Y. \$75 a year.

Comprises:—Analyst (monthly), an analysis of the conditions determining the value of investment securities, which includes investors' compass, market policy, prices and yield, standard securities; Bond bulletin (quarterly), which includes fundamental principles, international bond chart, bond yields and commodity prices by years; Financial bulletin (issued irregularly), which includes money situation, barometric trends, tables of monthly movements, fundamental figures for merchants' and bankers' reference; Forecaster (weekly), an analysis and forecast of fundamental conditions, which includes manufacturing conditions, manufacturers' compass, business compass for merchants and jobbers, weekly statistics, general business conditions, financial conditions, agricultural and transportation conditions; Investment opportunity bulletin (monthly); Interpretation of the iron and steel chart (quarterly); New York bank statement and security prices (quarterly); Trade bulletin (fortnightly), which includes sales, credit and special commodity section, and general commodity section which includes market policy, buyers' and sellers' guide, price list

of basic commodities; Sales and credit map (monthly), which includes monthly report of cities, map summary, building permits, credit situation, bank clearings, foreign commerce, etc.; International barometer (monthly), which includes U. S. barometer chart, European barometer chart.

Business man's magazine. Purchasing department. (In its American business methods, 1908, p. 113-138)

Clifford, M. J. Buying; the methods, forms, and records of purchasing; how the buyer works; the rules which guide him. 1905

Davies, J. P. Purchasing office methods and forms. (In his Engineering office systems and methods, 1915, p. 212-227)

Diemer, H. Purchasing department. (In his Factory organization and administration, 1914, p. 165-174)

Ennis, W. D. Material. (In his Works management, 1911, p. 55-65)

Francis, C. Problems in purchasing. (In his Printing for profit, 1917, p. 273-285)

Galloway, L. Purchases and stores. (In his Office management, 1918, p. 265-288)

Gerstenberg, C. W. Purchasing. (In his Principles of business, 1918, p. 373-399)

Griffith, J. B. Purchasing and stores department. (In Amer. sch. of cor. Cyc. of commerce, etc., 1910, v. 2, p. 11-64)

—Purchasing department. (In his Business management, 1910, v. 1, p. 65-81)

Jones, E. D. Purchasing and stores departments. (In his Administration of industrial enterprises, 1916, p. 338-364)

Materials and supplies; purchasing methods; price, service and inspection policies; material tests, standards and specifications; purchasing and stores systems; how to take inventory. 1915 (Factory management ser.)

Prentice-Hall business information service; the best and newest ideas on business gathered weekly from every available source. Prentice-Hall, inc., 70 5th Ave., N. Y. \$75 a year

A loose leaf service giving abstracts and notes of current business literature appearing in periodicals, newspapers, pamphlets, books, etc., ready to file in binders, grouped mainly for the principal departments of a business firm in the following sections: Accounting; Advertising and selling; Banking, exchange and public finance; Credits and collections; Employment; Financing; Foreign trade; Industrial

Purchasing—*Continued*

and commercial relations; Management; Office management; Personal efficiency; Purchasing and stores; Transportation. Paid research work. Books, periodicals and copies of articles analyzed furnished at cost.

Purchasing for store, office and factory; System in the purchasing department. (In Purchasing and employment, 1917, p. 7-114)

Rindsfoos, C. S. Purchasing. 1915

Thomas, A. G. Principles of government purchasing. 1919

Twyford, H. B. Purchasing; its economic aspects and proper methods, with charts, diagrams and forms. 1915

See also Advertising; Business—Condition of; Buying (for retail); Commercial correspondence—Orders; Commodities of commerce; Encyclopedias and dictionaries; Factories—Organization and administration; Filing; Import trade; Prices (Market); Stockkeeping—Factories; Stockkeeping—Retail stores; Traffic management; *also* subhead Directories under name of specific trade or business

Periodicals

Factory; the magazine of management. Monthly

Purchasing agent. Monthly

Records and statistics

Business training corporation. Purchase records. (In its Course in modern production methods, 1919, v. 5, p. 34-51)

Eggleston, D. C. Purchase records. (In his Municipal accounting, 1914, p. 59-73)

Hudders, E. R. Purchase records; Filing of purchase invoices. (In his Indexing and filing, 1916, p. 161-165; 178-180)

Leffingwell, W. H. Records that help along purchasing. (In his Making the office pay, 1918, p. 260-279)

Parsons, C. C. Purchasing records. (In his Office organization and management, 1917, p. 253-260)

Schulze, J. W. Purchasing and store room records. (In his American office, 1914, p. 272-289)

See also Filing; Indexing; Inventories; Stockkeeping—Factories; Stockkeeping—Retail stores; Symbols

Purchasing agents**Directories**

In list under "Directories, Trade, etc." see No. 108, 214

See also Buyers—Directories

Purchasing and employment. 1917 Shaw \$2

Purchasing power of money. Fisher, I. 1911

Purinton, E. E.

Personal efficiency in business. 1919 McBride \$1.50

Pushing your business. MacGregor, T. D. 1909

Q**Quarries**

See also Mines and mining; Organization and administration; *also* notes on Sources of information under Trades

Cost accounts

See Cost accounts—Quarries

Directories

In list under "Directories, Trade, etc." see No. 71

See also subhead Directories under: Gypsum trade; Mines and mining

Quasi-public corporation accounting and management. Mullhall, J. F. J. 1905

Queensland**Directories**

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Quick calculator. Klein, R. 1916

Quinn, F. O.

How to be a good salesman. 1909 Harper-Adams 50c

Quito to Bogotá. Veatch, A. C. 1917

Quotations. *See* Exchange—Quotations; Investments—Quotations; Prices (Market)

R

Racine, S. F.

Accounting principles. 1913 Lowman \$3
Annuity studies. 1919 (Accounting students' series) Western \$1

Racine, S. F.—*Continued*

Guide to the study of accounting. 1914
(Accounting students' series) Western
\$1.25

Guide to the study of auditing. 1914
Western \$1

Radford, W. A.

Radford's estimating and contracting.
1913 Radford \$2

Radio stations**Directories**

See Wireless stations—Directories

Rae, G.

Country banker. 1896 Scribner \$1.50

Raffalovich, A.

Russia. 1918 King 12s 6d

Rahill, J. J.

Corporation accounting and corporation
law. 1905 Rahill \$3

Railroad and street transportation. Flem-
ing, R. D. 1916

Railroad officials. See Railroads—Direc-
tories

Railroad rates. See Freight—Rates; Rail-
roads—Fares

Railroads

The literature on this subject is very large and
specialized. A few books touching on railway
rates, finance and management are given. For
more material, see subhead Bibliography under
this subject.

Brown, H. G. Transportation rates and
their regulation; a study of the trans-
portation costs of commerce with
especial reference to Amer. railroads.
1916

Clapp, E. J. Railway traffic. 1917 (Alex.
Ham. inst. Mod. bus. v. 14)

Cleveland, F. A. Railroad finance. 1912

Mavor, J. Transportation. 1910 (Alex.
Ham. inst. Mod. bus. v. 2, pt. 3)

Raper, C. L. Railway transportation; a
history of its economics and of its re-
lation to the state, based, with the au-
thor's permission, upon President Had-
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corporations; Statistics—Railroads;
Traffic management; Transportation;
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dictionaries; Valuation; *also* subheads

under Freight; *also* notes on Sources of
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Getzler's transportation rates; freight, ex-
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telegraph from New York, Philadelphia,
Boston to all principal cities in the
U. S. and Canada and quoting over
300,000 rates to additional points.

Guides

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guide. In list under "Directories,
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Gibb's travelers' route and reference book
of the U. S. and Canada (map edition),
for the use of commercial travelers,
merchants and others; containing out-
line maps of the different states, and
provinces of Canada, showing the most
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Railroads—Guides—Continued

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Advertising

See Advertising—Real estate business

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Era formulary for manufacturers, druggists, physicians, hospitals, household use and for industrial workers; a collection of nearly 8,000 formulas contributed and gathered from recognized authorities, including American, English, French and German technical literature and representing the latest methods and processes for preparations, specialties and novelties which are needed to meet present-day requirements; contents classified under nine divisions: 1. Unofficial pharmaceutical preparations; 2. Toilet preparations, tooth powders, perfumery; 3. Veterinary remedies; 4. Family medicines; 5. Household formulas, domestic receipts; 6. Technical formulas, industrial processes; 7. Paints, varnishes, floor stains; 8. Beverages and food products; 9. Miscellaneous formulas, processes, etc. 1914

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Refrigeration trade

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Accounting

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Bibliography

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Accounting

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Advertising

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Auditing

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Retail selling. Norton, H. R. 1919

Retail stores

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(Retail) has been added after the name of specific trade under the following headings: Accounting; Cost accounts; Prices (Market).

Under the above subjects, with subhead "Retail stores," will be found a list of references to all retail trades used as subheads under that subject.

(Retail) and (also Retail) have been added after the title of periodicals which contain retail information.

List of books under "Retail stores—Management" includes all books on the management of specific retail business as well as general books on the subject.

See also Chain stores; Mail order business; Organization and administration; Retailing; Retail stores—Management; Statistics—Retail stores; also notes on Sources of information under Trades

Accounting

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Directories

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See also subhead Directories under: Chain stores; Five and ten cent stores; also under name of specific retail trade or business

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Management

INFORMATION for retail business is listed in this book as follows:—

(Retail) has been added after the name of specific trade under the following headings: Accounting; Cost accounts; Prices (Market).

Under the above subjects, with subhead "Retail stores," will be found a list of references to all retail trades used as subheads under that subject.

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- O'Brien, T. Book for motor truck salesmen. 37p 1918 Thomas O'Brien, 88 Saratoga Ave., Yonkers, N. Y. 50c
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Electric light and power companies

Seabrook, A. H. Sales department. (In his Management of public electric supply undertakings, 1913, p. 113-154)

Electrical supply trade

Electrical merchandising. How to sell electrical labor-saving appliances; 119 tested plans for the electric store; window display, show cases, shelves and tables; arrangement, advertising, prospects, demonstrations, training clerks, planning sales, management. 1918

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Commercial correspondence

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Directories

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Periodicals

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Saward's annual. Annual Saward \$2

Sawmills

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- Hauer, D. J. Modern management applied to construction. 1918
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Securities. See Bond houses; Corporation—Finance; Investing; Investments; Negotiable instruments; Promoting; Speculation; Stock brokerage business; Stock exchange

Seed trade

Seedsmen. (In Harnsworth business library, v. 7, p. 209-217)

See also Associations—Directories—Seed trade; Commodities of commerce

—Uses; Cotton seed trade; Organization and administration; also notes on Sources of information under Trades

Directories

In list under "Directories, Trade, etc." see No. 13

See also Associations—Directories—Seed trade; also subhead Directories under: Cotton seed trade; Florist business; Nursery trade; Manufacturers

Seibels, W. T.

Produce markets and marketing. 1911 Seibels \$2.50

Seidell, A.

Solubilities of inorganic and organic compounds. 2d ed 1919 Van Nostrand \$3

Selden, G. C.

ABC of bond buying. 1919 Mag. of Wall St. \$2

Investing for profit. 1913 Mag. of Wall St. \$1.25

Machinery of Wall Street. 1919 Mag. of Wall St. \$1.25

Psychology of the stock market. 1912 Ticker \$1.25

Selected articles on employment management Bloomfield, D. 1919

Selection and training of the business executive. Gowin, E. B. 1918

Selfridge, H. G.

Romance of commerce. 1918 Lane \$3

Seligman, E. R. A.

Essays in taxation. 1913 Macmillan \$4

Income tax. 2d ed. 1914 Macmillan \$3

Principles of economics. 1919 (American citizen series) Longmans \$2.50

Selling. See Advertising; Cooperative selling; Distribution and marketing; Export trade—Methods; Marketing methods; Salesmanship; subheads under Sales

Selling cost. See Accounting; Cost accounts; also subhead Costs under: Sales; name of specific trade or business (for lists of trades, see reference under Costs)

Selling forces. Curtis pub. co. 1913

Selling Latin America. Aughinbaugh, W. E. 1915

Selling methods. 1914 Shaw \$2

Selling newspaper space. Chasnoff, J. E. 1913

Selling one's self from \$10 a week to \$100,000 a year. Shively, N. O. 1917

Selling points of hundred-pointers. Gibbs, E. D. 1917

Selling process. Hawkins, N. A. 1918

Selling things. Marden, O. S. 1916

Selling your services. 1916 Sales \$1

Senegal

Directories

See lists under Directories—Foreign;
Directories—Foreign, with subdivision
for proper continent

Serbia

Directories

See lists under Directories—Foreign;
Directories—Foreign, with subdivision
for proper continent

Service department. See Welfare work

Services

Brookmire economic service. 56 Pine St.,
N. Y. \$75 a year

Comprises:—Analyst (monthly), an analysis of the conditions determining the value of investment securities, which includes investors' compass, market policy, prices and yield, standard securities; Bond bulletin (quarterly), which includes fundamental principles, international bond chart, bond yields and commodity prices by years; Financial bulletin (issued irregularly), which includes money situation, barometric trends, tables of monthly movements, fundamental figures for merchants' and bankers' reference; Forecaster (weekly), an analysis and forecast of fundamental conditions, which includes manufacturing conditions, manufacturers' compass, business compass for merchants and jobbers, weekly statistics, general business conditions, financial conditions, agricultural and transportation conditions; Investment opportunity bulletin (monthly); Interpretation of the iron and steel chart (quarterly); New York bank statement and security prices (quarterly); Trade bulletin (fortnightly), which includes sales, credit and special commodity section, and general commodity section which includes market policy, buyers' and sellers' guide, price list of basic commodities; Sales and credit map (monthly), which includes monthly report of cities, map summary, building permits, credit situation, bank clearings, foreign commerce, etc.; International barometer (monthly), which includes U. S. barometer chart, European barometer chart.

Business data bureau service. Business data bureau, Merchants Bank Bldg., Indianapolis, Ind. \$100 a year

Comprises:—10 copies of Business data weekly; 4 bound quarterly cumulated volumes, or, monthly shipment of approximately 300 cards forming an index to general business magazines, new business books and pamphlets. Cards, as filed, automatically make a single cumulated index, and may be inter-filed in any catalog. Subscribers furnished with typewritten copies of indexed articles at 15c per page, with digest of articles at 50c per page, and original articles and books at prices listed in index.

Dartnell monthly sales service. Dartnell Corporation, 223 W. Jackson Boulevard, Chicago \$12 a month

Comprises:—Weekly news bulletin for salesmen; Bi-weekly confidential letter (to be filed in binder in following groups): Advertising, Mailing lists, Contests, Conventions, Sales manuals, Bulletins, Market data, Handling salesmen, Salesman's compensation, Sales stimulations, Organization, Routine short cuts, Articles, Books; Monthly "better salesmanship" cartoon for salesmen; Monthly report on timely sales management problems.

Subscribers are entitled to use the corporation's general data files and to receive copies of all standard manuals issued. (For list of manuals issued to date, see under Aspley, J. C.)

Income tax bulletin service. Supt of doc. \$2 a year

Comprises:—Weekly bulletins of income tax rulings, bimonthly digest of rulings published in the weekly bulletins and semiannual cumulative bulletins with the full rulings published in the previous six months' weekly bulletins.

Moody's investors service. 35 Nassau St., N. Y. \$200 a year

Comprises:—Moody's analyses of investments, rating books covering all securities, Steam railroads, Industrials, Public utilities, Governments and municipals, 4 v. (set sold separately \$50.); four textbooks on the principles of investing; confidential correspondence, consultation and bulletin service on securities in which subscriber is interested, ready to file in loose leaf record book; printed weekly and monthly general announcements, etc., as follows: Weekly review of financial conditions; Special weekly analyses; Bond letters and new investments; Monthly business barometer; Monthly quotation record; Monthly reports of earnings.

Poor's daily digest service. Poor's publishing co., 33 Broadway, N. Y. \$120 a year

Comprises:—Daily digest sheet of corporate and financial news; Cumulative, being a semi-monthly cumulation of the Daily digest news with quarterly permanent cumulations, bound; Daily dividend sheet on active stocks; Weekly dividend sheet on the more inactive securities; Called bond sheet, weekly.

Poor's investment service. Poor's publishing co., 33 Broadway, N. Y. \$120 a year

Comprises:—Weekly investment letter; Special investment letters; Monthly investment outlook (pamphlet); Advisory service through confidential correspondence.

Prentice-Hall business information service; the best and newest ideas on business gathered weekly from every available source. Prentice-Hall, inc., 70 5th Ave., N. Y. \$75 a year

A loose leaf service giving abstracts and notes of current business literature appearing in periodicals, newspapers, pamphlets, books, etc., ready to file in binders, grouped mainly for the principal departments of a business firm in

Services—Continued

the following sections: Accounting; Advertising and selling; Banking, exchange and public finance; Credits and collections; Employment; Financing; Foreign trade; Industrial and commercial relations; Management; Office management; Personal efficiency; Purchasing and stores; Transportation. Paid research work. Books, periodicals and copies of articles analyzed furnished at cost.

Prentice-Hall tax service. Prentice-Hall inc., 70 5th Ave. N. Y. \$20 a year, including supplements

Comprises:—Federal war tax service: specimen returns and forms, facilities and insurance tax, beverage taxes, admissions and dues taxes, excise taxes, capital stock tax, stamp taxes; Federal income tax service: digest of law, law, administration, general provisions, individuals, partnership and personal service corporations, estates and trusts, withholding and information at the source, corporation income tax, war profits and excess profits tax.

Public affairs information service; a co-operative clearing house of public affairs information; comprises:—Weekly bulletin; Bi-monthly cumulation of bulletin; Annual cumulated bulletin, bound. Public affairs information service, 958 University Ave., N. Y. Price on application to publisher

Indexes periodicals, pamphlets, reports, government documents, etc., chiefly on business, social and legislative subjects; indexes typewritten material, bibliographies, etc., and furnishes copies at 5c per sheet, single space, plus 10c for each manuscript ordered; notes new organizations and gives advance notice of association meetings; maintains research department.

Standard daily corporation service. Standard statistics co., inc., 47 West St., N. Y. \$108 a year

Comprises:—Daily revised annual report cards; Daily revised bulletin cards; Daily revised bond cards; Daily revised special bulletin cards in case of reorganization; Daily corporation news sheet (with weekly indexes); Unlisted and local securities, bi-monthly; Daily dividend sheet on active stocks; Weekly dividend sheet on unlisted and inactive stocks. Supplemental service by telephone and correspondence on subjects covered.

Standard daily trade service. Standard statistics co., 47 West St., N. Y. \$120 a year

In loose leaf form for filing in spring binder. Reports currently, in condensed form, the news affecting business. Originally planned for the exporter it gives markets for commodities, new sources of raw materials, establishment of new industries, U. S. and foreign government regulations and their changes affecting the exporter and importer, and business conditions in all countries. Its scope has been broadened to

cover all kinds of business and surveys of individual industries are frequently given. Federal laws and regulations with their bearing on business given in detail. Everything daily revised. Washington, European, Latin-American, Russian and Far Eastern representatives collect its foreign information. Supplemental service by telephone and correspondence on subjects covered.

Salesmanship

See Salesmanship—(of) Services

Severance, H. O.

Guide to the current periodicals and serials of the U. S. and Canada. In list under "Directories, Trade, etc." see No. 104

Sewing machine trade

Sewing machine dealers. (In Harmsworth business library, v. 7, p. 217-221)

See also Commodities of commerce—Uses; Organization and administration; Prices (Market), with subdivisions; *also* notes on Sources of information under Trades

Directories

See Manufacturers—Directories

Seychelles**Directories**

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Shaw, A.

Business career in its public relations. 1904 Univ. of Cal. \$1

Shaw, A. W.

Approach to business problems. 1916 Harvard \$2

Some problems in market distribution. 1915 Harvard \$1

Shaw, A. W., Co.

114 proved plans to save a busy man time. 1918 Shaw Free with 20 months' subs. to System.

Report on the profitable management of a retail lumber business. 1918 Shaw \$12

Shaw, F. L.

Printing trades. 1916 (Cleveland education survey) Cleveland 25c

Shaw banking series

Accounting and costs.
Advertising and service.
Buildings, equipment and supplies.
Credits and collections.
Loans and discounts.
Management and executive control.

Sheep raising business

Coffey, W. C. Productive sheep husbandry. 1918 (Lippincott's farm manuals)

See also Commodities of commerce—Uses; Organization and administration; Prices (Market)—Livestock; *also* notes on Sources of information under Trades

Sheldon, A. F.

Art of selling. 1911 Sheldon univ. \$1.25

Shelton, W. A.

Atlas of railway traffic maps. 1914 La-Salle \$3

Shepard, G. H.

Application of efficiency principles. 1917 (Industrial management library) Engineering \$3

Shepherd, J. M.

Practical accounting problems. (In Amer. sch. of cor. Cyc. of commerce, etc., 1910 v. 7, p. 283-370; *also* in Amer. sch. of cor. Cyc. of practical accounting, 1917, v. 4, p. 213-302)

Sheppard, A.

How to become a private secretary. 1903 Unwin Is

Shepperson, A. B.

Cotton facts. 1917 Shepperson \$1

Sherbow, B.

Making type work. 1916 Century \$1.25

Ship calculations. Hughes, C. H. 1918

Ship chandlers

Ship chandlers. (In Harmsworth business library, v. 7, p. 221-226)

See also Organization and administration; Prices (Market), with subdivisions; *also* notes on Sources of information under Trades

Directories

In list under "Directories, Trade, etc." see No. 65, 203

See also Sail making industry—Directories

Ship subsidies. *See* Merchant marine

Ship subsidies. Dunmore, W. T. 1907

Shipbuilders' blue book. Crawford, W. K. 1918

Shipbuilding industry. Kelly, R. W. 1918

Shipbuilding trade

Smith, J. R. Shipbuilding during the war; Shipbuilding in the United Kingdom; Shipbuilding in the United States, 1914 to May, 1918. (In his Influence of the

great war upon shipping, 1919, p. 217-307)

See also Associations—Directories—Shipbuilding trade; Commodities of commerce—Uses; Organization and administration; Prices (Market), with subdivisions; Statistics—Shipbuilding trade; Water transportation business; *also* notes on Sources of information under Trades

Bibliography

List of references on shipping and shipbuilding. 303p 1919 (U. S. Library of congress) Supt. of doc. 40c

University of Wisconsin library school. History of shipbuilding in the U. S.; a selected bibliography, E. A. Rechygl. 28p 1918 (Typewritten, \$1.40; obtained only through P. A. I. S.)

See also subhead Bibliography under: Accounting—Shipbuilding trade; Accounting—Water transportation business; Encyclopedias and dictionaries—Shipbuilding trade; Merchant marine; Water transportation business

Costs

See Navy yard work—Costs

Directories

In list under "Directories, Trade etc." see No. 81, 91, 134, 195, 203, 214

See also Associations—Directories—Shipbuilding trade; *also* subhead Directories under: Architects' offices—Naval; Manufacturers; Marine engine and boiler trade; Sail making industry; Water transportation business

Encyclopedias and dictionaries

Crawford, W. K. Glossary of terms used in ship building. (In his Shipbuilders' blue book, 1918, p. 59-79)

Hughes, C. H. Terms; Clauses and terms occurring policies; Export and shipping terms. (In his Handbook of ship calculations, construction and operation, 1918, p. 711-717)

Pease, F. F. Modern shipbuilding terms, defined and illustrated. 1918

**Encyclopedias and dictionaries—
Bibliography**

Dictionaries. (In List of references on shipping and shipbuilding, 1919, p. 241-242; U. S. Library of congress. Supt. of doc. 40c)

Shipbuilding trade—Continued

Periodicals

Marine news. Monthly

Nautical gazette; an international weekly newspaper of shipbuilding, shipping, marine insurance and export news. Saturdays

See also Water transportation business—Periodicals

Shipment of goods

American commerce association. Traffic library. To be completed in 25v. Practical information on all classes of traffic moving via rail, lake, ocean, canal; between points in North America and points in foreign countries. For contents see under American commerce association.

Bullinger's post office express and freight guide. In list under "Directories, Trade etc." see No. 47

Calvert, A. Shipping office organisation, management and accounts; a comprehensive guide to the innumerable details connected with the shipping trade, with numerous forms and facsimiles of shipping documents. 1910

Cobey, J. W. Service division; Shipping room; Local transport; Foreign department. (In Traffic field, 1919, p. 129-169; 204-213)

Dudeney, F. M. Methods of shipment. (In his Exporter's handbook, 1916, p. 175-180)

Filsinger, E. B. Dispatching shipments. (In his Trading with Latin America, 1917, p. 126-131)

Hough, B. O. Preparing shipments; Making the shipment. (In his Practical exporting, 1919, p. 350-431)

Packing and marketing of cotton; a study of present wasteful methods and certain suggestions for their improvement. 39p 1912 (U. S. Bureau of foreign and domestic commerce. Special agents series, no. 58) Supt. of doc. 10c

Packing for export; suggestions for preparation of American merchandise for shipment to foreign countries. 1911 (U. S. Bureau of foreign and domestic commerce. Miscellaneous series, no. 5) Supt. of doc. 15c

Sheldrake, T. S. How goods are shipped. (In Harmsworth business library, v. 4, p. 77-90)

Trans-continental freight co., 203 So. Dearborn St., Chicago, Ill. Suggestions to exporters; a formulary of foreign freight forwarding. 30p 1919

See also Container trade—Periodicals; Export trade—Technique; Express service; Forwarders—Directories; Motor trucks (commercial use); Parcel post—Rates; Ports; Postal service; Stowage; Traffic management; Water transportation business; also subheads under: Freight; Maps

Periodicals

Interstate commerce commission reports, decisions of the Interstate commerce commission of the U. S. Irregular

See also subhead Periodicals under: Container trade; Export trade; Freight—Rates; Insurance—Marine; Motor trucks (commercial use); Traffic management; Water transportation business

Shipowners. See Water transportation business—Directories

Shipping. See Commerce; Export trade; Motor trucks (commercial use); Ports; Shipbuilding trade; Shipment of goods; Water transportation business

Shipping clerks', correspondents' and travellers' handbook of Spanish invoicing. Thomas, F. 1916

Shipping office organisation. Calvert, A. 1910

Ships

Directories

See Water transportation business—Directories

Shively, N. O.

Salesmanship. 4v 1916 Shively \$12

U book; selling one's self from \$10 a week to \$100,000 a year. 1917 Stanton \$1

Shoe trade

Allen, F. J. Shoe industry. 1916

Boot and shoe retailers. (In Harmsworth business library, v. 6, p. 201-211)

Evans, A. L. Educational training course; retail shoe salesmen's guide; being a text book of information and inspiration for all retail shoe folks. 1912

Garrison, C. L. How to conduct a successful shoe store. 1908

Harding, J. S. Boot and shoe industry. (Pitman's common commodities and industries)

Shoe trade—*Continued*

Harvard university—Graduate school of business administration—Bureau of business research. Depreciation in the retail shoe business. 1915 (Bulletin, no. 4)

—Management problems in retail shoe stores. 1918 (Bulletin, no. 10)

Sawyer, I. H. How to sell shoes. (In Modern merchandising, 1910, v. 5, p. 204-225)

See also Associations—Directories—Shoe trade; Commodities of commerce—Uses; Men's furnishing goods trade; Organization and administration; Prices (Market)—Boots and shoes; Prices (Market)—Leather—Shoe; *also* subheads under Leather trade; *also* notes on Sources of information under Trades

Accounting

See Accounting—Shoe trade

Advertising

See Advertising—Shoe trade

Cost accounts

See Cost accounts—Shoe trade

Costs

Report on leather and shoe industries. 180p 1919 (U. S. Federal trade commission) Supt. of doc. 20c

See also subhead Costs under Leather trade

Directories

In list under "Directories, Trade, etc." see No. 87, 110, 211

See also Associations—Directories—Shoe trade; Jobbing, commission business, etc.—Directories—Shoe trade; *also* subhead Directories under: Leather trade; Manufacturers; Men's furnishing goods trade

Encyclopedias and dictionaries

See Encyclopedias and dictionaries—Leather trade

Periodicals

Boot and shoe recorder. (Retail) Saturdays

Shoe and leather reporter. Thursdays
Shoe retailer. (Retail) Saturdays

See also subhead Periodicals under Leather trade

Salesmanship

See Salesmanship—Shoe trade

Shop and foundry management. Dean, S. 1913

Shop committee. *See* Employees

Shop committee. Stoddard, W. L. 1919

Shop expense analysis and control. Ficker, N. T. 1917

Shop management. *See* Factories—Organization and administration

Shop management. Taylor, F. W. 1912

Shop management and systems. Jones, F. D. 1918

Shop rules

Diemer, H. Shop rules. (In his Factory organization and administration, 1914. p. 123-125)

Kelly, R. W. Book of information and instruction. (In his Hiring the worker, 1918, p. 160-165)

Leitch, J. Rules governing employees. (In his Man to man, 1919, p. 237-249)

See also Factories—Organization and administration; House manuals

Short cuts and money-making methods. Addressograph Co. 1910

Short cuts in figures. Collins, A. F. 1916

Shorthand

No books on this subject or on typewriting have been included. They are used mostly by students rather than by business men.

Show cards

Atkinson, F. H. "Show at" sho' cards. 1913

Bissell, J. G. Instructions on modern show card writing. 1913

Faust, C. A. Complete card-writer. 1911
"Haberddasher". Showcard writing system; complete in thirty-four lessons. 1916

Hurst, A. E. Hardware show card writing. 1913

Int. cor. schools. Show-card writing; show-card design and ornament; letter formation; pen lettering; supplementary alphabets; air-brush show-cards. 1913

Thompson, W. A. Modern show card lettering, designs and advertising phrases. 1913

See also Lettering

Periodicals

Advertising world; a publication for the retail advertiser and for the manufacturer of the goods he sells. (also Retail) 15th of each month

Show cards—Periodicals—Continued

Signs of the times; the national journal of display advertising. 1st of each month

See also subhead Periodicals under Window dressing

Show windows. *See* Window dressing

Shryer, W. A.

Analytical advertising. 1912 Bus. serv. \$3

Collecting by letter. 2v 1913 Bus. serv. \$3

Shuman, E. I.

Practical journalism. 1912 Appleton \$1.25

Siam

Graham, W. A. Siam; a handbook of practical, commercial, and political information. 1913

Statistical year book of the Kingdom of Siam. Department of commerce and statistics, Bangkok, Siam

See also Asia; Law—Foreign

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Periodicals

See Asia—Periodicals

Sickness insurance. *See* Insurance—Health

Sidis, B.

Psychology of suggestion, with an introd. by W. James. 1898 Appleton \$1.75

Sieff, M.

Manual of Russian commercial correspondence. 1916 Dutton \$1.25

Silk trade

Chittick, J. Silk manufacturing and its problems. 1913

Rawlley, R. C. Silk industry and trade; a study in the economic organisation of the export trade of Kashmir and Indian silks, with special reference to their utilization in the British and French markets. 1919

Silk-mercers. (In Harmsworth business library, v. 7, p. 226-233)

Thompson, E. B. Silk department. 1918 (Department store merchandise manuals)

See also Commodities of commerce—Uses; Dry goods trade; Hosiery trade; Lace trade; Organization and administration; Prices (Market)—Silk; Statistics—Manufactures; Textile trade; Un-

derwear trade; Waste trade; *also* notes on Sources of information under Trades

Bibliography

U. S. Library of congress. Select list of references on the silk industry. 11p 1918 (Typewritten, 55c; obtained only through P. A. I. S.)

See also subhead Bibliography under Textile trade

Cost accounts

See Cost accounts—Silk trade

Directories

In list under "Directories, Trade, etc." *see* No. 67, 68, 94

See also Jobbing, commission business, etc.—Directories—Silk trade; *also* subhead Directories under: Dry goods trade; Dyeing trade; Embroidery trade; Fiber trade; Hosiery trade; Knit goods trade; Lace trade; Manufacturers; Textile trade; Underwear trade; Waste trade

Encyclopedias and dictionaries

American silk journal. Dictionary of silk terms. 1915

Glossary of terms used in the silk industry; names descriptive of characteristics of fabrics. (In Thompson, E. B. Silk department, 1918, p. 206-224)

See also Encyclopedias and dictionaries; Encyclopedias and dictionaries—Textile trade

Periodicals

American silk journal. 1st of each month
Silk; with which is incorporated The silk reporter; an illustrated magazine published monthly in the interests of the producer and the buyer. Monthly

Textile world journal. Saturdays

See also subhead Periodicals under: Clothing trade; Dry goods trade; Textile trade; Waste trade

Salesmanship

See Salesmanship—Silk trade

Simmonds, P. L.

Commercial products of the sea. 1879 Appleton \$1.75

Simons, C. C.

Commercial law simplified. 1900 Business \$5

Simple principles of investment. Gibson, T. 1919

Simpson, G.

Naval constructor. 3d ed 1914 Van Nostrand \$5

Singer, B.

Patent and trade mark laws of the world. 1911 Conkey \$1.75

Trade mark laws of the world, and unfair trade. 1913 Singer, B. \$5

Singer, W. S.

Singer's guide and estimator for general contractors of building. 1913 Singer \$5

Sisal trade. See Textile trade; *also* subheads under: Cordage trade; Fibre trade; Hemp trade

Skinner, E. B.

Mathematical theory of investment. 1913 Ginn \$2.25

Skinner, E. M.

Credits and collections. 1916 LaSalle \$2

Skinner, E. N.

Mining costs of the world. 1915 McGraw \$5

Skinner, T.

Stock exchange year-book. Annual Skinner, T. 40s

Slater, J. A.

Pitman's commercial encyclopedia and dictionary of business. 4v 1912 Pitman 30s

Slichter, S. H.

Turnover of factory labor. 1919 Appleton \$3

Slough, C.

Practical life insurance salesmanship and ginger talks. 1913 Donohue \$1.50

Small, F. L.

Treatise on comprehensive accounting methods adapted to shoe manufacturing and other industries. 1914 L. & S. \$10

Smart, W. K.

How to write business letters. 1916 Shaw \$1.35 (Rev. ed. of How to write letters that win.)

Smeeton, C. B.

Accounting for clubs, hotels and societies. (In Amer. sch. of cor. Cyc. of commerce, etc., 1910, v. 10, p. 131-204); *also* in Amer. sch. of cor. Cyc. of practical accounting, 1917, v. 3, p. 11-84)

Smelting trade

See *also* Commodities of commerce—Uses; Organization and administra-

tion; Prices (Market), with subdivisions; *also* notes on Sources of information under Trades

Directories

In list under "Directories, Trade, etc." see No. 148, 204, 214

See *also* subhead Directories under: Foundry trade; Iron and steel trade; Machine shops; Machinery trade; Manufacturers

Smith, A.

Inquiry into the nature and causes of the wealth of nations. Dutton \$2.25

Smith, A. M.

Proof-reading and punctuation. 1905 Smith, A. M. \$1.10

Smith, C. J., and Mayme, D. D.

Modern business English. 1916 Lyons Soc

Smith, D., and Pickworth, P. C. N.

Engineers' costs and economical workshop production. 1914 Emmott 4s 6d

Smith, F. W.

French-English and English-French commercial dictionary. Pitman 7s 6d

Smith, H. H.

Publicity and progress; 20th century methods in religious, educational and social activities. 1915 Doran \$1

Smith, H. I.

Financial dictionary. 1903 Moody \$2

Smith, H. W.

Talks with life insurance agents. 1917 Spectator \$2

Smith, J. C.

Manufacture of paint. 1901 Van Nostrand \$3.50

Smith, J. R.

Elements of industrial management. 1915 Lippincott \$2 ✓

Industrial and commercial geography. 1913 Holt \$4

Influence of the great war upon shipping. 1919 Oxford \$1

World's food resources. 1919 Holt \$2.50

Smitley, R. L.

What every investor ought to know. 1919 Mag. of Wall St. \$1.25

You and your broker. 1917 Mag. of Wall St. \$1

Smythe, R. M.

Obsolete American securities and corporations. 2v 1904-1911 Smythe \$5 each

Snow, C. D.

Factors in trade-building. 1916 (Bus. tr. corp. Course in foreign trade, v. 12)
Bus. tr. corp. Sold only in set \$55

Snow, C. H.

Principal species of wood. 2d ed 1908
Wiley \$3.50

Soap trade

See also Commodities of commerce—
Uses; Organization and administration; Prices (Market)—Grease, lard, stearines and tallow; Prices (Market)—Oils, and subdivisions; and other subdivisions of Prices (Market); Statistics—Manufactures; *also* subheads under: Chemical and drug trade; Oil trade; Packing trade; *also* notes on Sources of information under Trades

Advertising

See Advertising—Soap trade

Directories

In list under "Directories, Trade, etc."
see No. 119

See also subhead Directories under: Chemical and drug trade; Manufacturers; Oil trade; Packing trade; Textile trade

Social insurance. *See* Insurance—Industrial; Insurance—State and compulsory

Society of industrial engineers—National conference on industrial reconstruction problems. Complete report of the proceedings. 1919 327 S. LaSalle St., Chicago

Societies. *See* Associations

Soliciting. *See* Salesmanship

Solicitors. *See* subheads under Lawyers' offices

Solubilities of inorganic and organic compounds. Seidell, A. 1919

Solving advertising art problems. Advertising artists. 1919

Somali Coast

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Somaliland

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Somaliland Protectorate

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Some aspects of the tariff question. Tausig, F. W. 1915

Some legal phases of corporate financing, reorganization and regulation. Stetson, F. L. 1917

Some notes on catalog making. Graydon, S. 1909

SoRelle, R. P.

Office training for stenographers. 1911
Gregg \$2

Souder, M. A.

Notion department 1917 (Department store merchandise manuals) Ronald \$1.25

Soulé, G.

New science and practice of accounts. 9th ed 1911 Soulé \$4

Soule, R. F.

Hardware window advertising. 1914
Williams \$2.50

How to sell hardware. 1913 Williams

Source book in economics. Fetter, F. A. 1912

Sources of information. *See* notes under: Accounting; Business; Cities; Cost accounts; Statistics; Statistics—Production

South Africa

Handbooks on Canada, Australia, New Zealand, and South Africa; comp. by W. B. Paton and issued by the Emigrants' information office. 1914

Laite's commercial blue book for South Africa; a practical and comprehensive book of reference on South African trade.

Official yearbook. Union of South Africa Census and statistics office, Prétoria, Transvaal, South Africa 3s

Sheldrake, T. S. British South Africa. (In Harmsworth business library, v. 4, p. 221-230)

South African almanack and reference book; the national South African chronicle, gazetteer and year book. Argus printing and publishing co., ltd., 120 St. George's St., Cape Town, Cape Province, Africa \$2.50 imp.

South Africa—Continued

Statistical yearbook. Union of South Africa—Minister of the interior, Pretoria, Transvaal, South Africa 10s 5d
See also Guide books; Law—Foreign; Statistics; *also* subheads under Africa

Bibliography

See Africa—Bibliography

Directories

See lists under Directories—Foreign;
 Directories—Foreign, with subdivision for proper continent

South America

Pan American Union, 17th and B Sts., Washington, D. C., publishes many pamphlets etc., and acts as bureau of information about Latin America.

Babson, R. W. Future of South America. 1915

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Vose, E. N. South America. (In his World's markets from the point of view of American exporters, 1916, p. 154-183)

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Hale, A. South Americans; the story of the South American republics: their characteristics, progress and tendencies; with special reference to their commercial relations with the United States. 1907

See also Latin America—Economic conditions—Periodicals

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- Northern Brazil. E. C. Buley.
 Southern Brazil. E. C. Buley.
 Colombia. V. Levine.
 Argentina. G. J. Mills.
 Chile. G. J. Mills.
 Peru. E. C. Vivian.

South Australia**Directories**

See lists under Directories—Foreign;
 Directories—Foreign, with subdivision
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- Velasquez de la Cadena, M. New pronouncing dictionary of the Spanish and English languages. 1909
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- Spectator Company**
 Fire insurance laws, taxes and fees. Spectator \$5
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Spencer, H.

Commercial organization of engineering factories. 1914 Spon \$3

Spencer, L. J.

World's minerals. 1916 Stokes \$2.75

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Directories

In list under "Directories, Trade, etc." see No. 229

See also subhead Directories under: Grocery trade; Manufacturers

Periodicals

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Spicer, E. E., and Pegler, E. C.

Elementary book-keeping. 1914 Oxford 60c

Practical auditing. 1911 Lynch 21s

Spiers and Surenne's French and English pronouncing dictionary. 1905 Appleton \$1.50

Sporting goods trade

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Advertising

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Directories

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Accountancy of investment. 1914 Ronald \$5

Extended bond tables. 1915 Ronald \$6

Philosophy of accounts. 1910 Spectator \$3

Text-book of the accountancy of investment. 1910 Spectator \$4

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States

SOURCES OF INFORMATION about commercial conditions:—

Directories: Directory of the state itself (for information about these as published, see Catalogue of copyright entries, part 1, group 2, listed with publisher, etc., in this book under "Periodicals"); Foreign directories (for publisher, etc., see list in this book, under "Directories—Foreign"); Foreign yearbooks (for publisher, etc., see list in this book under "Yearbooks") also in this book, under "Directories—Trade, etc." see No. 20, 23, 34, 138.

Documents: State, county and city reports to be obtained from state, county and city departments (for lists of state reports as published, see Monthly list of state publications, listed with publisher, etc. in this book under "Periodicals"); Reports of boards of trade and chambers of commerce (for a list of such associations, see Commercial and industrial organizations, listed with publisher, etc., in this book under "Directories—Trade, etc." No. 61); U. S. Bureau of the census publications (for list and prices, apply to Sup't of doc., Washington, D. C.

Atlases: Rand, McNally and Co. Commercial at-

las of America; Rand, McNally and Co. Atlas of foreign countries; Stieler's atlas of modern geography.

Encyclopedias: (General)

Periodicals: Through the following indexes—Business digest, Industrial arts index, Monthly catalogue U. S. public documents, Monthly list of state publications, Readers' guide to periodical literature (for publisher, etc. of these indexes, see list in this book under "Periodicals"); also periodicals published by city governments, boards of trade and chambers of commerce (for list of boards of trade, etc., see Commercial and industrial organizations, listed with publisher, etc. in this book under "Directories—Trade, etc." No. 61).

Books: Gazetteers (see list in this book under "Gazetteers"); Associated advertising clubs of the world. Report of merchandising investigation; Advertiser's hand book of New England; Woman's world hand book on national distribution; Woman's world guide to profitable distribution; Moody's analyses of investments, v 4; Automobile blue books; Baedeker, K. Handbooks for travellers; Sargent, P. E. Handbook of New England.

Maps: See list in this book under "Maps—States."

Services: Public affairs information service; Standard daily trade service; Brookmire economic service; Prentice-Hall business information service. (For publisher, etc. see list in this book under "Services.")

See also Investments—Government—Analyses; also subhead States under: Advertising; Maps; Officials—Directories; Statistics

Publications—Bibliography

Pub., price, etc. for all entries, where frequency of publication (other than annual) is indicated, will be found in this book in list under "Periodicals".

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Monthly list of state publications.
Monthly

Public affairs information service; a co-operative clearing house of public affairs information; comprises:—Weekly bulletin; Bi-monthly cumulation of bulletin; Annual cumulated bulletin, bound. Public affairs information service, 958 University Ave., N. Y. Price on application to publisher.

Indexes periodicals, pamphlets, reports, government documents, etc., chiefly on business, social and legislative subjects; indexes typewritten material, bibliographies, etc., and furnishes copies at 5c per sheet, single space, plus 10c for each manuscript ordered; notes new organizations and gives advance notice of as-

States—Publications—Bibliography—*Cont*
sociation meetings; maintains research department.

See also subhead Bibliography under:
Cities—Publications; Government publications

Statesman's year book. Macmillan \$6.50

Stationery trade

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1917 (Department store merchandise manuals)

Stationers. (In Harmsworth business library, v. 7, p. 239-246)

See also Book trade; Commodities of commerce—Uses; Drug stores; Organization and administration; Prices (Market)—Paper; *also* notes on Sources of information under Trades

Advertising

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Directories

In list under "Directories, Trade, etc." see No. 135, 177, 236

See also subhead Directories under:
Book trade; Drug stores; Manufacturers; Newspaper business; Paper trade; Periodicals

Periodicals

American stationer and office outfitter; devoted to the interests of stationery, specialties, novelties, office appliances. (also Retail) Saturdays

Bookseller & stationer and office equipment journal. (also Retail) Monthly

Office appliances; the news and technical trade journal of office equipment. 12th of each month.

Statistical abstract for the principal and other foreign countries. H. M. Stationery office, Imperial House, Kingsway, London, W. C. 2s 2d

Statistical abstract for the United Kingdom. H. M. Stationery office, Imperial House, Kingsway, London, W. C. 2. 1s 9d

Statistical abstract of the U. S. Annual Supt. of doc. 50c

Statistical averages. Zizek, F. 1913

Statistical methods. Secrist, H. 1917

Statistics

Tabulated material only is listed here. Other sources of statistics are:—

Associations: Through correspondence (see classified list in this book under "Associations—Directories").

Documents: See list in this book under "Government publications—Bibliography".

Directories: See list in this book under name of specific trade or business, subhead Directories.

Periodicals: Trade journals, especially annual and special numbers (see list in this book under subject, subhead Periodicals, and list under "Periodicals—Bibliography").

Services: See list in this book under "Services".

Yearbooks: See list in this book under "Yearbooks".

Pub., price, etc. for all entries, where frequency of publication (other than annual) is indicated, will be found in this book in list under "Periodicals".

Andrew, A. P. Financial diagrams. 1910 (Nat. monetary com.)

Annalist; a magazine of finance, commerce and economics. Mondays

Board of trade journal and commercial gazette. Weekly

Bradstreet's; a journal of trade, finance, and public economy. Saturdays

Brookmire economic service; Brookmire economic service, inc., 56 Pine st., N.Y. \$75 a year

Comprises:—Analyst (monthly), an analysis of the conditions determining the value of investment securities, which includes investors' compass, market policy, prices and yield, standard securities; Bond bulletin (quarterly), which includes fundamental principles, international bond chart, bond yields and commodity prices by years; Financial bulletin (issued irregularly), which includes money situation, barometric trends, tables of monthly movements, fundamental figures for merchants' and bankers' reference; Forecaster (weekly), an analysis and forecast of fundamental conditions, which includes manufacturing conditions, manufacturers' compass, business compass for merchants and jobbers, weekly statistics, general business conditions, financial conditions, agricultural and transportation conditions; Investment opportunity bulletin (monthly); Interpretation of the iron and steel chart (quarterly); New York bank statement and security prices (quarterly); Trade bulletin (fortnightly), which includes sales, credit and special commodity section, and general commodity section, which includes market policy, buyers' and sellers' guide, price list of basic commodities; Sales and credit map (monthly), which includes monthly report of cities, map summary, building permits, credit situation, bank clearings, foreign commerce, etc.; International barometer (monthly), which includes U. S. barometer chart, European barometer chart.

Business prospects year book; what will happen to coal, iron, copper, tin, tinplates, spelter, oil, shipping, money market, wheat, cotton, rubber. Annual

Commerce and finance. Wednesdays

Statistics—Continued

Commercial & financial chronicle. Weekly

Dun's review; a journal of finance and trade. Saturdays

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Federal reserve bulletin. Monthly

Financial review; finance, crops, railroads, trade, commerce. Annual

International Whitaker; a statistical, historical, geographical and commercial handbook for all nations; more especially designed for the 200,000,000 English-reading people of the world.

Journal of commerce and commercial bulletin. Daily except Sundays and holidays

Kemmerer, E. W. Seasonal variations in the relative demand for money and capital in the U. S.; a statistical study. 1910 (Nat. monetary com.)

Mahin, J. L. Mahin's advertising data book; facts and statistics in condensed form for the man who has advertising and merchandising problems to solve. 1916

Manual of statistics; stock exchange hand-book; railroad securities; industrial securities; government securities; stock exchange quotations; mining; grain and provisions; cotton; money; bank and trust companies. Annual

Office national des valeurs mobilières. Annuaire.

Standard daily trade service. Standard statistics co., 47 West St., N. Y. \$120 a year

In loose leaf form for filing in spring binder. Reports currently, in condensed form, the news affecting business. Originally planned for the exporter it gives markets for commodities, new sources of raw materials, establishment of new industries, U. S. and foreign government regulations and their changes affecting the exporter and importer, and business conditions in all countries. Its scope has been broadened to cover all kinds of business and surveys of individual industries are frequently given. Federal laws and regulations with their bearing on business given in detail. Everything daily revised. Washington, European, Latin-American, Russian and Far Eastern representatives collect its foreign information. Supplemental service by telephone and correspondence on subjects covered.

Statistical information relating to stocks, cotton, grain, provisions, live stock and seeds; crops, imports, exports, etc. of principal countries; a publication for

ready office reference. 54p 1918 Howard, Bartels and Co. inc., 332 Sherman St. Chicago, Ill.

Webb, A. D. New dictionary of statistics; a complement to the fourth edition of Mulhall's "Dictionary of statistics". 1911

Whitaker's almanack; containing an account of the astronomical and other phenomena; a vast amount of information respecting the government, finances, population, commerce and general statistics of the various nations of the world, with special reference to the British Empire and the U. S.

Woman's world guide to profitable distribution; for the use of manufacturers, advertising agents, universities, libraries and business engineers. 1916

Woman's world hand book on national distribution. 1915

See also Business—Barometers; Business—Condition of; Name of specific country and continent; Prices (Market), with subdivisions; Statistics (theory and practice); Statistics—Bibliography; Tables, formulae, etc.; Year-books

Agriculture

Pub., price, etc. for all entries, where frequency of publication (other than annual) is indicated, will be found in this book in list under "Periodicals".

Agriculture: general report and analysis; Agriculture: reports by state with statistics by counties. (U. S. Bureau of the census. Final report of the 13th census, v. 5-7) Supt. of doc. v 5, \$1.40; v 6, \$1.25; v 7, \$1.35

Financial review; finance, crops, railroads, trade, commerce. Annual

Institut international d'agriculture—Service de la statistique générale. Annuaire international de statistique agricole.

International crop report and agricultural statistics. Saturday nearest to the 20th of the month

Monthly bulletin of agricultural statistics. Monthly

Monthly crop reporter. Monthly

Standard farm paper year book. Annual Wallace C. Richardson, inc., 381 Fourth Ave., N. Y.

See also Farm produce—Periodicals; Statistics

Statistics—Continued**Bibliography**

Public affairs information service; a co-operative clearing house of public affairs information; comprises:—Weekly bulletin; Bi-monthly cumulation of bulletin; Annual cumulated bulletin, bound. Public affairs information service, 958 University Ave., N. Y. Price on application to publisher.

Indexes periodicals, pamphlets, reports, government documents, etc., chiefly on business, social and legislative subjects; indexes typewritten material, bibliographies, etc., and furnishes copies at 5c per sheet, single space, plus 10c for each manuscript ordered; notes new organizations and gives advance notice of association meetings; maintains research department.

See also Yearbooks—Bibliography

Book trade

Year in books. In list under "Directories, Trade, etc." see No. 18

See also Statistics

Canada

Canada—Census and statistics office. Census of Canada. For contents see under Canada—Census and statistics office.

Lydiatt's book. In list under "Directories, Trade, etc." see No. 138

See also Statistics

Chain stores

See Statistics—Retail stores

Cities

County and municipal indebtedness, 1913, 1902, 1890 and sinking fund assets 1913; Taxation and revenue systems of state and local governments, 1912; Municipal revenues, expenditures and public properties, 1913. [In *Wealth, debt and taxation*, v. 1-2, 1915 (U. S. Bureau of the census) Supt. of doc. v 1, \$1.25; v 2, \$1]

Financial statistics of cities having a population of over 30,000. Annual. (U. S. Bureau of the census) Supt. of doc. \$1

General statistics of cities, including statistics of sewers and sewerage disposal, refuse collection and disposal, street cleaning, dust prevention, highways and the general highway service of cities

having a population of over 30,000. Annual (U. S. Bureau of the census) Supt. of doc. 20c

Moody's investors service. Government and municipal securities. (In its *Moody's analyses of investments*, v. 4)

See also Cities; Maps—Cities; Statistics

Coal

Pub. price, etc. for all entries where frequency of publication (other than annual) is indicated, will be found in this book in list under "Periodicals."

Saward, F. W. Saward's annual; a standard statistical review of the coal trade; embracing details relative to output, prices, freight rates, transportation, trade conditions and other details of importance to the coal man, wholesale and retail. Annual

Weekly report on the production and shipment of bituminous coal, and the shipment of anthracite and beehive coke, comp. by the Geological Survey, Dept of the interior. Weekly

See also Statistics

Coke trade

See Statistics—Coal

Commerce

Pub., price, etc. for all entries, where frequency of publication (other than annual) is indicated, will be found in this book in list under "Periodicals".

Exports of principal domestic breadstuffs, cottonseed oil, principal meat and dairy products, cotton and mineral oils from the United States. Monthly

Financial review; finance, crops, railroads, trade, commerce. Annual

Foreign commerce and navigation of the U. S. Annual (U. S. Bureau of foreign and domestic commerce) Supt. of doc. \$1.25

Monthly summary of foreign commerce of the U. S. Monthly

Quarterly statement of imported merchandise entered for consumption in the U. S. and duties collected thereon. Quarterly

Total value of imports and exports of the United States. Monthly

See also Statistics

Consumption**SOURCES OF INFORMATION.**

See notes on Sources of information under Statistics—Production.

Statistics—Consumption —Continued

Consumption estimates. (In Statistical abstract of the U. S. Annual Supt. of doc. 50c)

U. S. mineral resources. Pt 1, metals; Pt 2, non-metals. Annual (U. S. Geological survey) Supt. of doc. Pt 1, 75c; Pt 2, 80c

Separates for individual minerals issued prior to publication of bound volumes.

See also Statistics

Copper industry

See Statistics—Metals

Counties

County and municipal indebtedness, 1913, 1902, 1890 and sinking fund assets, 1913; County revenues, expenditures and public properties, 1913. [In Wealth, debt and taxation, v. 1-2, 1915 (U. S. Bureau of the census) Supt. of doc. v 1, \$1.25; v 2, \$1]

Moody's investors service. Government and municipal securities. (In its Moody's analyses of investments, v. 4)

See also Counties; Statistics

Dairy industry

See Statistics—Agriculture

Electric railroads

See Statistics—Railroads

Europe

Statistical abstract for the principal and other foreign countries.

See also Statistics

Farms

See Statistics—Agriculture

Great Britain

Annual statement of the trade of the United Kingdom with foreign countries and British possessions.

Statistical abstract for the United Kingdom in each of the last fifteen years.

See also Statistics

Iron and steel trade

See Statistics—Metals

Jobbing, commission business, etc.

Woman's world guide to profitable distribution; for the use of manufacturers, advertising agents, universities, libraries and business engineers. 1916

Woman's world handbook on national distribution. 1915

See also Advertising—Campaigns

Manufactures

Pub., price, etc. for all entries, where frequency of publication (other than annual) is indicated, will be found in this book in list under "Periodicals".

Census of manufactures. Issued irregularly (U. S. Bureau of the census) Supt. of doc.

A series of pamphlets giving statistics, etc. for individual trades and industries.

Manufacturers: general report and analysis; Manufacturers: reports for principal industries. (U. S. Bureau of the census. Final report of the 13th census, v. 8-10) Supt. of doc. v 8, \$1.10; v 9, \$1.65; v 10, \$1.25

Monthly list of state publications. Monthly

Lists the statistical bulletins and reports of the various states, as issued.

Wages and hours of labor series. Issued irregularly. (U. S. Bureau of labor statistics) Supt. of doc.

Series of pamphlets giving wage and hour statistics in individual industries.

See also Statistics

Metals

Pub., price, etc. for all entries, where frequency of publication (other than annual) is indicated, will be found in this book in list under "Periodicals".

Financial review; finance, crops, railroads, trade, commerce. Annual

Metal statistics. Annual

Statistics of the metal mining industry.

In list under "Directories, Trade, etc." see No. 148

Steel and metal digest. Monthly

U. S. mineral resources. Pt. 1, metals, Pt. 2, non-metals. Annual (U. S. geological survey) Supt. of doc. Pt. 1, 75c; Pt. 2, 80c

Separates for individual minerals issued prior to publication of bound volumes.

See also Statistics

Mines and mining

Mining. (U. S. Bureau of the census.

Final report of the 13th census, v. 11) Supt. of doc. 65c

U. S. mineral resources. Pt. 1, metals; Pt. 2, non-metals. Annual (U. S. Geological survey) Supt. of doc. Pt 1, 75c; Pt 2, 80c

Separates for individual minerals issued prior to publication of bound volumes.

Municipal

See Statistics—Cities

Statistics—Continued

Newfoundland

See Statistics—Canada

Population

Advertiser's hand book of New England. 1915 Eastern advertising co., 408 Sears Bldg., Boston, Mass.

American newspaper annual and directory. In list under "Directories, Trade, etc." see No. 20

Estimates of population of the United States, including results of the state enumerations. Annual (U. S. Bureau of the census) Supt. of doc. 10c

Population and its distribution. 218p 1918 J. Walter Thompson Co., 244 Madison Ave., N. Y. \$2.50

Population: general report and analysis; Population: reports by states with statistics for counties, cities and other civic divisions. (U. S. Bureau of the census. Final report of the 13th census, v. 1-3) Supt. of doc. v 1, \$1.60; v 2, \$1.50; v 3, \$1.50

Rand, McNally and Co. Commercial atlas of America; containing large-scale maps of all states in the U. S. and its outlying possessions, the provinces of the Dominion of Canada, Newfoundland, the Republic of Mexico, Central America, Panama, Bermuda, the West Indies, Cuba, and various other useful maps; also large continental maps of North America, South America, Europe, Africa, Asia and Oceania; and a new map of South America in four sections including complete and revised indices with latest population figures for each country; all existing railroads are distinguished by numbers on the maps; interurban systems are shown by a special line on map and distinguished by letters in the index; steamship lines also included; original ready-reference shippers' index accurately locates cities, towns, villages, counties, parishes, and physical features on maps, indicating railroad stations, designating mailing points for places without post offices, and distinguishing money-order post offices, rural delivery offices, telegraph stations, and express offices and giving population figures based on the latest census returns of the U. S. census bureau and the State cen-

sus bureaus, supplemented by official estimates wherever obtainable; prepay freight stations are indicated; alphabetical lists of main and branch line railroads of the U. S., Canada, Mexico, Cuba, Porto Rico, and Hawaii indicate termini of trunk lines and branches on the map, and express service of steamship and steamboat lines in the U. S., maps of large cities of the U. S. show transportation lines, public buildings and parks, depots and stations. Annual

Woman's world guide to profitable distribution; for the use of manufacturers, advertising agents, universities, libraries and business engineers. 1916

See also Maps—Population; Statistics

Production

SOURCES OF INFORMATION:—

Associations: Through correspondence (see classified list in this book under "Associations—Directories").

Directories: See in this book under name of specific trade or industry, subhead Directories.

Encyclopedias: (General)

Documents: Statistical abstract of the U. S.; Census of manufactures (Issued irregularly. U. S.—Bureau of the census. Supt of doc.).

Periodicals: Particularly annual numbers, and through the following indexes: Business digest; Industrial arts index; Monthly catalogue U. S. public documents; Monthly list of state publications; Readers' guide to periodical literature. (For publisher, etc. of these indexes, see in this list under "Periodicals").

Services: Brookmire economic service; Public affairs information service; Standard daily trade service; Business data bureau service; Prentice Hall business information service. (For publisher, etc., see in this list under "Services").

Yearbooks: See list in this book under "Yearbooks."

Agriculture, forestry and fisheries; Manufactures and mines. (In Statistical abstract of the U. S. Supt. of doc. 50c)

Mineral industry; its statistics, technology and trade. Annual

U. S. mineral resources. Pt. 1, metals; Pt. 2, non-metals. Annual (U. S. Geological survey) Supt. of doc. Pt 1, 75c; Pt 2, 80c

Separates for individual minerals issued prior to publication of bound volumes.

See also Maps—Population; Statistics

Railroads

Annual reports on the statistics of railways in the U. S. Annual (U. S. Interstate commerce commission) Supt. of doc. 25c-60c a copy

Bureau of railway economics. Bulletins.

Statistics—Railroads—Continued

Railway statistics of the U. S. of America; compared with the official reports and recent statistics of foreign railways. Annual Bureau of railway news and statistics, Railway Exchange Bldg., Chicago, Ill.

See also Statistics

Retail stores

Woman's world guide to profitable distribution; for the use of manufacturers, advertising agents, universities, libraries and business engineers. 1916

Woman's world hand book on national distribution. 1915

See also Advertising—Campaigns; Statistics

States

Pub., price, etc. for all entries, where frequency of publication (other than annual) is indicated, will be found in this book in list under "Periodicals".

Financial statistics of states. Annual (U. S. Bureau of the census) Supt. of doc.

Monthly list of state publications. Monthly

Lists the census and other statistical bulletins and reports of the various states, as issued.

Moody's investors service. Government and municipal securities. (In its Moody's analyses of investments, v. 4)

National and state indebtedness and funds and investments, 1870-1913; Taxation revenue systems of state and local governments, 1912; National and state revenues and expenditures, 1913 and 1903 and public properties of states, 1913. [In *Wealth, debt and taxation*, v. 1-2, 1915 (U. S. Bureau of the census) Supt. of doc. v 1, \$1.25; v 2, \$1]

See also States; Statistics; Statistics—Population

Tariff

See Statistics—Commerce

Transportation

See Statistics—Commerce

United States

Foreign commerce and navigation of the U. S. Annual (U. S. Bureau of foreign and domestic commerce) Supt. of doc. \$1.25

Statistical abstract of the U. S. Annual

Statistical atlas of the U. S. 1914 (U. S. Bureau of the census) Supt. of doc. \$2.50

See also Statistics

Statistics (theory and practice)

Bailey, W. B. Statistics. 1917

Bowley, A. L. Elementary manual of statistics. 1915

— Elements of statistics. 3d ed 1907

Brinton, W. C. Graphic methods for presenting facts. 1914 (Works management lib.)

Copeland, M. T. Business statistics. 1917 (Harvard business studies)

Duncan, C. S. Analysis of business facts. (In his *Commercial research*, 1919, p. 189-236)

Elderton, W. P. Construction of mortality and sickness tables; a primer. 1914

—Primer of statistics. 1909

Farnham, D. T. Executive statistical control. 1917

Florence, P. S. Use of factory statistics in the investigation of industrial fatigue. 1918

Frederick, J. G. Statistics of salesmanagement. (In his *Modern salesmanagement*, 1919, p. 348-363)

Galloway, L. Sources of administrative information—statistics and inspection. (In his *Factory and office administration*, 1917, p. 285-295)

Gowin, E. B. Control through statistics. (In his *Developing executive ability*, 1919, p. 251-271)

Greindlinger, L. Statistical and graphical statements. (In his *Financial and business statements*, 1917, p. 13-35)

Griffith, J. B. Business statistics. (In *Amer. sch. of cor. Cyc. of commerce*, etc., 1910, v. 1, p. 287-332; also in *Amer. sch. of cor. Cyc. of practical accounting*, 1917, v. 4, p. 369-402)

Kester, R. B. Statistics in business. (In his *Accounting, theory and practice*, 1919, v. 2, p. 581-599)

King, W. I. Elements of statistical method. 1912

Secrist, H. Introduction to statistical methods; a textbook for college students, a manual for statisticians and business executives. 1917

—Statistics in business. 1920

Using graphs and statistics in business. (In *Costs and statistics*, 1914, p. 151-200)

Statistics (theory and practice)—Continued

Yule, G. U. Introduction to the theory of statistics. 1911

Zizek, F. Statistical averages: a methodological study. 1913

See also Advertising—Analysis; Advertising—Records and statistics; Business—Barometers (theory); Graphic methods; Index numbers (theory); Market analysis; Prices; Sales—Records and statistics; Tables, formulae, etc.

Steamboat lines. *See* Water transportation business

Steel trade. *See* Iron and steel trade

Stein, L.

Buying brains. 1918 Authors \$2

Stenographer's and correspondent's handbook. Int. cor. schools. 1910

Stenographic department

Management

Galloway, L. Stenographic department—equipment and organization; Standardization of stenographic work; Measurement of stenographic output; Methods of controlling stenographic output; Handling office detail. (In his Office management, p 175-261)

Leffingwell, W. H. Automatic letter-writer and dictation system; better letters at lower cost; how to use paragraphs to close sales; easier ways for acknowledging orders; how to get the mail out more quickly; reducing office expense by automatic correspondence routine; mechanical devices that help to speed up automatic dictation; openers and closers that make paragraph letters more personal. 1918

—Thirteen plans for increasing stenographic output. (In his Making the office pay, p. 79-94)

See also Correspondence department—Management; Office work—Training employees in; Offices—Management; Organization and administration

Management—Periodicals

See Offices—Management—Periodicals

Stenography

No books on this subject or on typewriting have been included. They are used mostly by students rather than by business men.

Stephens, J. R.

Principles of accounting. 1909 Stephens \$1.25

Stephenson, J.

Principles and practice of commerce. Pitman \$3

Stern, C. W.

Importing. 1916 (Bus. tr. corp. Course in foreign trade, v. 11) Bus. tr. corp. Sold only in set \$55

Stetson, F. L., and others

Some legal phases of corporate financing, reorganization and regulation. 1917 Macmillan \$2.75

Stevenson, H. C.

Uniform manufacturing cost and estimating system adopted by the National association of employing lithographers. 1914 Nat. assoc. emp. \$10

Stieler's atlas of modern geography. 9th ed 1909 Lemcke \$15

Stock. *See* under Stock keeping the following subheads: Factories; Retail stores

Stock brokerage business

Craig, J. J. Brokerage. (In his Credits, insurance, brokerage, 1910, p. 403-431)

Day, J. E. Stockbroker's office organization, management and accounts. 1912 (English practice)

Goldman, S. P. Handbook of stock exchange laws affecting members, their customers, brokers and investors. 1914 Investment bankers association of America. Stock exchange business; a course of study with references. 1918

Smitley, R. L. You and your broker; your duties and rights as customer; his obligations to you as an agent. 1917

See also Associations—Directories—Investment brokers; Associations—Directories—Stock exchanges; Bond houses; Investing; Investments; Organization and administration; Promoting; Speculation; Stock exchange; also notes on Sources of information under Business

Advertising

See Advertising—Stock brokerage business

Auditing

See Auditing—Stock brokerage business

Directories

In list under "Directories, Trade, etc." see No. 33, 194

Stock brokerage business—Directories—*Continued*

Poor's publishing co. Firms mentioned specialize in the securities of those companies under which they are listed. (In its Manual, v. 3)

See also Associations—Directories—Stock exchanges; Bond houses—Directories

Law

See under Law the following sub-heads: Investments; Stock brokerage business

Salesmanship

See Salesmanship—Stock brokerage business

Stock companies. See Corporations

Stock exchange

Atwood, A. W. Exchanges and speculation. 1917 (Alex. Ham. inst. Mod. bus. v. 20)

Financial review; finance, crops, railroads, trade, commerce. Annual

Greenwood, W. J. Foreign stock exchange practice and company laws of all the chief countries of the world. 1911

History, officials, list of members of, and securities traded in, on the various stock exchanges of the United States, and Canada, digest of constitutions, etc. In list under "Directories, Trade, etc." see No. 121

Investment bankers association of America. Stock exchange business; a course of study with references. 1918

Van Antwerp, W. C. Stock exchange from within. 1913

See also Associations—Directories—Stock exchanges; Banks and banking; Bond houses; Investing; Investments; Money; Panics; Prices; Produce exchanges; Speculation; Stock brokerage business

Germany

Koch, R. German imperial banking laws, together with the German stock exchange regulations. 1910 (Nat. monetary com.)

See also Investments—Foreign; Investments—Government—Analyses

New York City

Black, W. H. Real Wall street; an understandable description of a purchase, a sale, a "short sale;" with forms, definitions, etc. 1908

Conant, C. A. Wall street and the country; a study of recent financial tendencies. 1904

Goldman, S. P. Handbook of stock exchange laws affecting members, their customers, brokers and investors. 1914

Nelson, S. A. Consolidated stock exchange of New York, its history, organization, machinery and methods. 1907

Paris

Vidal, E. History and methods of the Paris bourse. 1910 (Nat. monetary com.)

See also Investments—Foreign; Investments—Government—Analyses

Stock exchange official intelligence. Annual Spottiswoode \$27.50 imp.

Stock exchange quotations. See Investments—Quotations

Stock exchange year-book. Skinner, T. Annual

Stock exchanges (London and provincial) ten-year record of prices and dividends. 1919 Mathieson 20s 6d

Stock prices. Bond, F. D. 1911

Stocking, W. A., jr.

Manual of milk products. 1917 (Rural manuals) Macmillan \$2

Stocking trade. See Hosiery trade

Stockkeeping**Factories**

Business training corporation. Stores; Safeguarding the material; Two letters on equipment from a manufacturer to his son. (In its Course in modern production methods, 1919, v. 4, p. 128-142; v. 5, p. 52-82)

Dicmer, H. Receiving, storing and recording materials. (In his Industrial organization and management, 1917, p. 76-92)

—Stores and stock department. (In his Factory organization and administration, 1914, p. 175-190)

Griffith, J. B. Stores department. (In his Business management, 1910, v. 1, p. 82-119)

Jones, E. D. Purchasing and stores departments. (In his Administration of industrial enterprises, 1916, p. 339-364)

Kimball, D. S. Purchasing and storing material; Issuing and evaluating material. (In his Cost finding, 1914, p. 262-292)

Stockkeeping—Factories—Continued

— Purchasing, storing and inspection of materials. (In his *Principles of industrial organization*, 1913, p. 199-226)
 Knoeppel, C. E. Efficiency in the use of materials and time. (In his *Maximum production in machine shop and foundry*, 1911, p. 95-127)

Nicholson, J. L. Stock records. (In his *Cost accounting*, 1919, p. 231-241)

Parkhurst, F. A. Stores clerk; Stores keeper; Creation of a store department. (In his *Applied methods of scientific management*, 1912, p. 49-50; 61-62; 92-98)

Prentice-Hall business information service; the best and newest ideas on business gathered weekly from every available source. Prentice-Hall, inc., 70 5th Ave., N. Y. \$75 a year

A loose leaf service giving abstracts and notes of current business literature appearing in periodicals, newspapers, pamphlets, books, etc., ready to file in binders, grouped mainly for the principal departments of a business firm in the following sections: Accounting; Advertising and selling; Banking, exchange and public finance; Credits and collections; Employment; Financing; Foreign trade; Industrial and commercial relations; Management; Office management; Personal efficiency; Purchasing and stores; Transportation. Paid research work. Books, periodicals and copies of articles analyzed furnished at cost.

Schulze, J. W. Purchasing and store room records. (In his *American office*, 1914, p. 272-289)

Stannard, J. W. Stock records. (In *Harmsworth business library*, v.1, p. 305-320)

Twyford, H. B. Operation of stores. (In his *Purchasing*, 1915, p. 133-161)

— Storing; its economic aspects and proper methods. 1918

Webner, F. E. Material. (In his *Factory costs*, 1911, p. 75-101)

Woods, C. E. Stores keeping. (In his *Industrial organization, systematization, and accounting*, 1909, Report No. 3)

See also *Cost accounts—Factories; Factories—Organization and administration; Inventories; Symbols*

Jobbing, commission business, etc.

Douglas, A. W. Care of stock. (In his *Merchandising*, 1918, p. 22-30)

Murphy, W. S. Modern drapery and allied trades, wholesale and retail, by

leading specialists in every department. 4v 1915

Saving money in handling stock. (In *How to run a wholesale business at a profit*, 1918, p. 147-154)

Retail stores

Field, C. C. Stock-keeping and stock recording. (In his *Retail buying*, 1917, p. 154-172)

Harvard university—Graduate school of business administration—Bureau of business research. Harvard system of stock keeping for shoe retailers. 1916 (Bulletin no. 7)

Prentice-Hall business information service; the best and newest ideas on business gathered weekly from every available source. Prentice-Hall, inc., 70 5th Ave., N. Y. \$75 a year

A loose leaf service giving abstracts and notes of current business literature appearing in periodicals, newspapers, pamphlets, books, etc., ready to file in binders, grouped mainly for the principal departments of a business firm in the following sections: Accounting; Advertising and selling; Banking, exchange and public finance; Credits and collections; Employment; Financing; Foreign trade; Industrial and commercial relations; Management; Office management; Personal efficiency; Purchasing and stores; Transportation. Paid research work. Books, periodicals and copies of articles analyzed furnished at cost.

Shaw, A. W., Co. Effective purchasing and stock-watching records and methods. (In their *Report on the profitable management of a retail lumber business*, 1918, pt. 4, p. 50-63)

Swinney, J. B. Stockkeeping. (In his *Merchandising*, 1917, p. 253-268)

Thompson, C. B. Stockhandling system for merchandise. (In his *Scientific management*, 1914, p. 568-579)

See also *Cost accounts—Retail stores; Inventories; Retail stores—Management; Symbols*

Stocks. See *Investing; Investments; Speculation*

Stockwell, H. G.

Essential elements of business character. 1911 Revell 60c

Net worth and the balance sheet. 1912 Ronald \$1.50

Stoddard, W. L.

Shop committee. 1919 Macmillan \$1.25

Stoddard, W. O.

Men of business. 1893 Scribner \$1.50

Stell, A.

Winning the trade. 1913 Business \$1

Stone, H.

Timbers of commerce. 1914 Van Nostrand \$3.50

Stone trade

See also Building material trade; Commodities of Commerce—Uses; Organization and administration; Prices (Market)—Building materials; Prices (Market)—Stone—Crushed; *also* notes on Sources of information under Trades

Directories

In list under "Directories, Trade, etc." see No. 71

See also subhead Directories under: Building material trade; Quarries

Periodicals

Stone. 10th of each month

See also Building material trade—Periodicals

Storage business. *See* Warehouse business

Store management—complete Farrington, F. 1911

Stores. *See* subheads under Retail stores

Stores systems. *See* Stockkeeping—Factories

Storing. Twyford, H. B. 1918

Story of the trust companies. Perine, E. T. 1916

Stove trade

Eddy, C. A. How to sell stoves. (In Modern merchandising, 1910, v. 5, p. 257-264)

See also Commodities of commerce—Uses; Electrical supply trade; Organization and administration; Prices (Market), with subdivisions; *also* notes on Sources of information under Trades

Advertising

See Advertising—Stove trade

Directories

See Manufacturers—Directories

Stowage

Hillcoat, C. H. Notes on the stowage of ships; a handy book upon the stowage of cargoes, with weights and measurements. 1918

Hughes, C. H. Loading and stowing of cargoes. (In his Handbook of ship

calculations, construction and operation, 1918, p. 683-696)

See also Ports

Bibliography

Cargoes and stowage. (In List of references on shipping and shipbuilding, 1919, p. 137-139; U. S. Library of congress, comp. Supt. of doc. 40c)

See also subhead Bibliography under Ports

Strachan, W. Cost accounts. 1909 Stevens, H. G. 3s 6d

Straits settlements

See Asia; Law—Foreign

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Strawberries

Marketing methods

See Fruit trade—Marketing methods

Street railroads. *See* Electric railroads

Street railway accounting. May, I. A. 1917

Streets

Directories

In list under "Directories, Trade, etc." see No. 215

See also Maps—Cities

Strikes. *See* Arbitration—Industrial; Employees; Labor unions

Strombeck, J. F.

Reducing freight charges to a minimum. 1913 LaSalle 50c

Strong, E. K.

Relative merit of advertisements. 1911 Science \$1.25

Student's handbook of accounting. Klein, J. J. 1915

Studies in the marketing of farm products. Weld, L. D. H. 1915

Sturges, K. M.

American chambers of commerce. 1915 Moffat \$2

Style-book of business English. Hammond, H. W. 1916

Style books

Collins, F. H. Authors' and printers' dictionary. 4th ed 1912 (English practice)

De Vinne, T. L. Practice of typography, correct composition, a treatise on spelling, abbreviations, the compounding and divisions of words, the properties

Style books—*Continued*

of figures and numerals, italic and capital letters, notes, etc. with observations on punctuation and proof-reading. 4v 1901-04

University of Chicago press. Manual of style. 3d ed 1911

See also Abbreviations; English language

Success in retailing. Butler brothers. 1919

Successful advertising. MacDonald, J. A. 1906

Successful agent. Alexander, W. 1917

Successful management. Knox school of salesmanship and business efficiency. 1917

Successful selling. Leichter, E. 1914

Sugar trade

Report on the beet sugar industry in the U. S. 164p 1917 (U. S. Federal trade commission) Supt. of doc. 20c

See also Commodities of commerce—Uses; Organization and administration; Prices (Market)—Sugar; Statistics—Manufactures; *also* notes on Sources of information under Trades

Costs

Cane sugar industry; agricultural, manufacturing and marketing costs in Hawaii, Porto Rico, Louisiana and Cuba. 462p 1917 (U. S. Bureau of foreign and domestic commerce. Miscellaneous series, no. 53) Supt. of doc. 50c

Costs of production in the sugar industry. 55p 1919 (U. S. Tariff commission. Tariff information series, no. 9) Supt. of doc. 15c

Report on beet sugar industry in the U. S. 164p 1917 (U. S. Federal trade commission) Supt. of doc. 20c

Directories

See subhead Directories under: Grocery trade; Manufacturers

Periodicals

Cuba review. Monthly

Facts about sugar; devoted to American sugar production. Monthly

Suggestion systems

Dartnell corporation. How five leading concerns get practical sales suggestions and ideas from their sales and official workers. (Special report, no. 26) \$1.50

Parsons, C. C. Suggestions and ideas. (In his Office organization and management, 1917, p. 120-125)

Schulze, J. W. Suggestion systems; Typical suggestion systems; Examples of suggestions received. (In his American office, 1914, p. 219-229)

See also Employees

Sullivan, J. J.

American corporations. 1910 Appleton \$2

Sullivan, T. J.

Merchants and manufacturers on trial. 1914 Sullivan \$5

Summary of the law of private corporations. Tompkins, L. J. 1904

Sumner, M.

Chats on garment salesmanship. 1917 Printz \$1

Suplee, H. H.

Mechanical engineer's reference book. 4th ed 1913 Lippincott \$5

Surety companies. *See* Insurance—Surety and fidelity

Surgeons. *See* Physicians' offices

Surgical instrument trade

Surgical instrument dealers. (In Harmsworth business library, v. 7, p. 246-253)

See also Commodities of commerce—Uses; Organization and administration; *also* notes on Sources of information under Trades

Directories

See subhead Directories under: Manufacturers; Medical supply trade

Surinam

See Latin America; West Indies

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Survey gazetteer of the British Isles. Bartholomew, J. G. 1914

Swarts, G. T.

Notes on the use of pin maps and charts by health officers. 1917 Educational

Swaziland

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Sweden

Drachman, P. Industrial development and commercial policies of three Scandinavian countries. 1915

Sweden—*Continued*

Statistisk årsbok för Sverige. P. A. Norstedt & söner, Stockholm, Sweden

See also Index numbers—Sweden (official); Law—Foreign; Statistics; *also* subheads under Europe

Banks and banking

See Banks and banking—Sweden

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Sweet corn. Wilkinson, A. E. 1915

Sweetland, C. A.

Bank bookkeeping. 1910 Amer. sch. of cor. \$1

Bank bookkeeping. (In Amer. sch. of cor. Cyc. of commerce, etc., 1910, v. 7, p. 11-146; *also* in Amer. sch. of cor. Cyc. of practical accounting, 1917, v. 2, p. 11-146)

Department store accounts. (In Amer. sch. of cor. Cyc. of commerce, etc., 1910, v. 10, p. 11-130; *also* in Amer. sch. of cor. Cyc. of practical accounting, 1917, v. 2, p. 289-406)

Insurance accounts. (In Amer. sch. of cor. Cyc. of commerce, etc., 1910, v. 9, p. 11-168; *also* in Amer. sch. of cor. Cyc. of practical accounting, 1917, v. 3, p. 85-242)

Insurance and real estate accounts. 1910 Amer. sch. of cor. \$1.50

Mail order business. (In Amer. sch. of cor. Cyc. of commerce, etc., 1910, v. 8, p. 199-262; *also* in Amer. sch. of cor. Cyc. of practical accounting, 1917, v. 4, p. 11-74)

Publishers' and printers' accounts. (In Amer. sch. of cor. Cyc. of commerce, etc., 1910, v. 7, p. 147-238; *also* in Amer. sch. of cor. Cyc. of practical accounting, 1917, v. 1, p. 307-398)

Real estate accounting. (In Amer. sch. of cor. Cyc. of commerce, etc., 1910, v. 9, p. 169-216; *also* in Amer. sch. of cor. Cyc. of practical accounting, 1917, v. 3, p. 243-290)

Retailers' accounts. (In Amer. sch. of cor. Cyc. of commerce, etc., 1910, v. 8, p. 91-152; *also* in Amer. sch. of cor. Cyc. of practical accounting, 1917, v. 2, p. 227-288)

Stockbrokers' accounts. (In Amer. sch. of cor. Cyc. of commerce, etc., 1910, v. 5, p. 195-234)

Swett, A. E.

Principles of the mail order business. 6th ed Swett

Swift, E. J.

Psychology and the day's work. 1919 Scribner \$2

Swinney, J. B.

Merchandising. 1917 (Alex. Ham. inst. Mod. bus. v. 19) Alex. Ham. inst.

Switzer, M.

Letters of a self made failure. 1914 Small \$1

Switzerland

Marcosson, I. F. Switzerland, the buffer state. (In his Peace and business, 1919, p. 144-181)

Schweizerisches Finanz-Jahrbuch. Neukomm & Zimmermann, Walsenhausplatz 27, Bern, Switzerland

Swiss bank corporation, Basle, Switzerland. Economic and financial situation of Switzerland. 99p 1919

See also Law—Foreign; Statistics; *also* subheads under Europe

Banks and banking

See Banks and banking—Switzerland

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Symbols

Durell, F. Symbolism. (In his Fundamental sources of efficiency, 1914, p. 164-191)

Ficker, N. T. Two main divisions; machine expense and material expense. (In his Shop expense analysis and control, 1917, p. 14-28)

Garcke, E. Nomenclature of machine details. (In his Factory accounts, 1912, p. 169-173)

Parkhurst, F. A. Symbols. 1917

Thompson, C. B. Classification and symbolization. (In his Scientific management, 1914, p. 461-519)

See also Accounting; Classification; Cost accounts; Filing; Indexing; Stockkeeping—Factories; Stockkeeping—Retail stores

Sypherd, W. O.

Handbook of English for engineers. 1913 Scott \$1.50

System Company

Business correspondence library. 3v

1911 System \$6

v 1 How to write the business letter.

v 2 How to get and hold business by letter.

v 3 How to handle the distant customer.

Systematic indexing. Kaiser, J. 1911

T**Tables, formulae, etc.**

Bailey, L. H. Computation tables. (In his Farm and garden rule-book, 1917, p. 516-542)

Barr, W. M. Industrial engineering; a handbook of useful information for managers, engineers, superintendents, designers, draftsmen and others engaged in constructive work. v 1 1918

Barrows, F. W. Tables and formulas. (In his Practical pattern-making, 1906, p. 278-284)

Blanchard, A. H. American highway engineers' handbook. 1919

Broemel, L. Useful tables. (In his Sheet metal workers' manual, 1918, p. 497-539)

Brooks, C. E. Tables of mortality and the theory of probability. 1911

Bryant, H. B. Tables. (In his Bryant and Stratton business arithmetic, 1901, p. 497-542)

Calculations and statistics. In list under "Directories, Trade, etc." see No. 94

Carnegie steel company. Pocket companion for engineers, architects and builders, containing useful information and tables, appertaining to the use of steel. 1913

Chemical rubber company. Handbook of chemistry and physics; a ready-reference pocket book of chemical and physical data, compiled from the most recent authoritative sources. 1919

Collins, A. F. Useful tables and formulas. (In his Short cuts in figures, 1916, p. 80-97)

Colvin, F. H. Aircraft mechanics handbook; a collection of facts and suggestions from factory and flying field to assist in caring for modern aircraft. 1918

— American machinists' handbook and dictionary of shop terms; a reference

book of machine shop and drawing room data, methods and definitions. 2d ed 1914

Conversion tables. In list under "Directories, Trade, etc." see No. 93

Dana, R. T. Handbook of construction plant; its cost and efficiency. 1914

Dawson, M. M. Practical lessons in actuarial science; an elementary textbook; containing also questions and examples. 2v 1905

Dudenev, F. M. Monetary equivalents of all countries; International weights and measures. (In his Exporter's handbook, 1916, p. 154-164)

Dwight, H. B. Tables. (In his Transmission line formulas for electrical engineers and engineering students, 1913, p. 104-133)

Easton, H. T. Tate's modern cambist; a manual of foreign exchanges and bullion, with the monetary systems of the world and foreign weights and measures; with chapters on exchange and bullion operations. 25th ed 1912

Era formulary for manufacturers, druggists, physicians, hospitals, household use and for industrial workers; a collection of nearly 8,000 formulas contributed and gathered from recognized authorities, including American, English, French and German technical literature and representing the latest methods and processes for preparations, specialties and novelties which are needed to meet present-day requirements; contents classified under nine divisions: 1 Unofficial pharmaceutical preparations; 2 Toilet preparations, tooth powders, perfumery; 3 Veterinary remedies; 4 Family medicines; 5 Household formulas, domestic receipts; 6 Technical formulas, industrial processes; 7 Paints, varnishes, floor stains; 8 Beverages and food products; 9 Miscellaneous formulas, processes, etc. 1914

Foster, H. A. Electrical engineer's pocket-book; a hand-book of useful data for electricians and electrical engineers. 7th ed 1913

Frye, A. I. Civil engineers' pocket-book; a reference-book for engineers, contractors and students, containing rules, data, methods, formulas and tables. 1913

Tables, formulae, etc.—*Continued*

Gillette, H. P. Handbook of cost data for contractors and engineers; a reference book giving methods of construction and actual costs of materials and labor on numerous engineering works. 1910

— Handbook of mechanical and electrical cost data; giving shipping weights, capacities, outputs, and net prices of machines and apparatus, and detailed costs of installation, maintenance, depreciation and operation, together with many principles and data relating to engineering economics. 1918

— Handbook of rock excavation; methods and cost. 1916

Gurley, W. Handbook for the use of sealers of weights and measures. 1912

Hall, T. Facts worth knowing. (In his Hall on insurance adjustments, 1916, p. 190-215)

Harger, W. G. Handbook for highway engineers, containing information ordinarily used in the design and construction of roads, warranting an expenditure of \$5,000 to \$30,000 per mile; part 1, Principles of design; part 2, Practice of design and construction. 2d ed 1916

Haswell, C. H. Mechanics' and engineers' pocket-book of tables, rules, and formulas pertaining to mechanics, mathematics, and physics; including areas, squares, cubes and roots, etc.; logarithms, hydraulics, hydro-dynamics, steam and the steam-engine, naval architecture, masonry, steam vessels, mills, etc.; compressed air, gas and oil engines; limes, mortars, cements, etc.; orthography of technical words and terms, etc. 1912

Heelis, F. Weights and measures. (In his Pitman's theory and practice of commerce, v. 2, p. 530-537)

Heidenreich, E. L. Engineers' pocket-book of reinforced concrete. 2d ed 1915

Hering, C. Ready reference tables, conversion factors of every unit or measure in use, including those of length, surface, volume, capacity, weight, weight and length, pressure, weight and volume, weight of water, energy, heat, power, force, inertia, moments,

velocity, acceleration, angles, grades, time, electricity, magnetism, electro-chemistry, light, temperature, money, money and length, money and weight, numerous compound units, useful functions and numbers, etc., etc., with their accurate and their approximate values, their logarithms, relations, digit conversion tables, explanations of calculations, etc., etc., based on the accurate legal standard values of the U. S., conveniently arranged for engineers, physicists, students, merchants, etc. 1904

Herkenhoff, J. How to know your profits; brain saving, accurate profit knowledge at your service. 1917

Hopkins, A. A. Scientific American cyclopedia of formulas. 1911

— Scientific American reference book. 1914

Horstmann, H. C. Tables of square roots and standard symbols. (In his Modern illumination, 1912, p. 257-265)

Hough, B. O. Conversion tables. (In his Elementary lessons in exporting, 1909, p. 399-427)

Hudson, R. G. Engineers' manual. 1917

Hughes, C. H. Handbook of ship calculations, construction and operation; a book of reference for shipowners, ship officers, ship and engine draughtsmen, marine engineers, and others engaged in the building and operating of ships. 1918

Int. cor. schools. Civil engineer's handbook; a convenient reference book for chainmen, rodmen, transitmen, levelers, surveyors, as well as draftsmen, computers, and railroad, municipal and hydraulic engineers. 1913

— (Miscellaneous tables). (In its Business man's handbook, 1904, p. 1-91)

— Table of equivalent discounts; (Miscellaneous tables). (In its Salesman's handbook, 1913, p. 78-81; 341-352)

Kempe, H. R. Engineer's year-book of formulae, rules, tables, data, & memoranda; a compendium of the modern practice of civil, mechanical, electrical, marine, gas, mine, and metallurgical engineering. Annual

— Tables. (In his Handbook of electrical testing, 1908, p. 678-690)

Tables, formulae, etc. — Continued

- Kent, W. Mechanical engineers' pocket-book; a reference-book of rules, tables, data, and formulae, for the use of engineers, mechanics, and students. 9th ed rev 1916
- Ketchum, M. S. Mathematical and miscellaneous tables. (In his Structural engineers' handbook, 1914, pt. 2, p. 268-281)
- Kidder, F. E. Architects' and builders' pocket-book; a handbook for architects, structural engineers, builders and draughtsmen. 16th ed 1916
- Lavis, F. Tables. (In his Railway estimates, 1917, p. 563-593)
- Levi, L. E. Tanners' and chemists' handbook. 1909
- Liddell, D. M. Metallurgists and chemists' handbook; a reference book of tables and data for the student and metallurgist. 1916
- Lunge, G. Technical chemists' handbook; tables and methods of analysis for manufacturers of inorganic chemical products. 1916
- Machinery's handbook for machine shop and drafting-room; a reference book on machine design and shop practice for the mechanical engineer, draftsman, toolmaker and machinist. 2d ed 1914
- Mackrow, C. Naval architect's and ship-builder's pocket-book of formulae, rules, and tables and marine engineer's and surveyor's handy book of reference; with a section on aeronautics. 11th ed 1916
- Marks, L. S. Mechanical engineers' handbook. 1916
- Marsh, C. F. Manual of reinforced concrete; rewritten and considerably enlarged by the addition of much useful information and many new tables and diagrams. 3d ed 1916
- Matthews, W. D. Miscellaneous data and tables. (In his Insurance engineers' handbook, 1916, p. 656-670)
- Merriman, M. American civil engineers' pocket book. 1916
- Miscellaneous data section. In list under "Directories, Trade, etc." see No. 141
- Money conversion tables, etc. In list under "Directories, Trade, etc." see No. 30
- Monteverde, R. D. Weights and measures. (In his Commercial and technical terms in the English and Spanish languages, p. 115-119)
- Mulliken, S. P. Method for the identification of pure organic compounds. 3v 1914
- Murphy, W. S. Tables of textile yarns; Textile calculations; Piece lengths and widths of the principal textile fabrics. (In his Modern drapery and allied trades, 1915, v. 4, p. 197-216)
- National electric light association. Useful information and tables. (In its Electrical meterman's handbook, 1915, p. 1283-1305)
- O'Connor, H. Gas engineer's pocket-book; comprising tables, notes, and memoranda relating to the manufacture, distribution and use of coal gas and the construction of gas works. 3d ed 1907
- Orr, E. G. Tables, weights, measures; Money, currencies and practical measurements; Facts and figures (miscellaneous). (In his Real estate broker's cyclopedia, 1911, p.239-340;506-526;564-579)
- Parker, W. W. Salary and wage tables. 1913
- Paterson, G. W. L. Wiring calculations for electric light and power installations; a practical handbook, containing wiring tables, rules and formulae for the use of architects, engineers, mining engineers and electricians, wiring contractors, and wiremen, etc. 1912
- Peabody, C. H. Tables of the properties of steam and other vapors and temperature-entropy table. 1914
- Peele, R. Mining engineers' handbook. 1918
- Pender, H. American handbook for electrical engineers; a reference book for practicing engineers and students of engineering. 1914
- Radford, W. A. Radford's estimating and contracting; a practical manual of up-to-date methods for rapid, systematic, and accurate calculation of costs of all types and details of building construction, together with quotations of ordinary prices for labor and materials, standard schedules and forms, labor-saving tables and other data useful to the building trades. 1913

Tables, formulae, etc. —Continued

- Raymond, W. G. Railroad field manual for civil engineers. 1915
- Retail mark up table for garment buyers. In list under "Directories, Trade, etc." see No. 163
- Richey, A. S. Electric railway hand-book; a reference book of practice data, formulas and tables for the use of operators, engineers and students. 1915
- Richey, H. G. Building foreman's pocketbook and ready reference. 1909
- Building mechanics' ready reference; carpenters' and woodworkers' edition. 1906
- Building mechanics' ready reference; cement workers' and plasterers' edition. 1908
- Building mechanics' ready reference; plumbers', steam-fitters' and tinners' edition. 1908
- Building mechanics' ready reference; stone and brick masons' edition. 1907
- Handbook for superintendents of construction, architects, builders, and building inspectors. 1905
- Ricker, N. C. Simplified formulas and tables for floors, joists and beams; roofs, rafters and purlins. 1913
- Robertson, J. Dictionary for international commercial quotations; to translate units of value from one currency, weight, and measure direct into another, including exchange; British and European standards. 1918
- Roper, S. Engineer's handy-book, containing facts, formulae, tables and questions on power, its generation, transmission and measurement; heat, fuel and steam; the steam-boiler and accessories; steam-engines and their parts; the steam-engine indicator; gas and gasoline engines; materials, their properties and strength; together with a discussion of the fundamental experiments in electricity; and an explanation of dynamos, motors, batteries, switchboards, telephones, bells, annunciators, alarms, etc., and also rules for calculating sizes of wires. 15th ed 1913
- Ropp, C. New commercial calculator and short-cut arithmetic; containing a new, complete and comprehensive system of useful, convenient and labor-saving tables; also the essence of arithmetic and mensuration. 1906
- Rose, M. S. Reference tables. (In her Laboratory hand-book for dietetics, 1918, p. 71-115)
- St. Paul foundry co. Hand-book, containing useful information and tables, appertaining to the use of structural steel and cast iron, for engineers, architects and builders. 1915
- Seidell, A. Solubilities of inorganic and organic compounds; a compilation of quantitative solubility data from the periodical literature. 2d ed 1919
- Simpson, G. Naval constructor; a vademecum of ship design for students, naval architects, shipbuilders and owners, marine superintendents, engineers and draughtsmen. 3d ed 1914
- Singer, W. S. Singer's guide and estimator for general contractors of building; comprising of an easy system of estimating materials and labor at various prices throughout the U. S. 1913
- Standard handbook for electrical engineers. 4th ed 1915
- Suplee, H. H. Mechanical engineer's reference book; a hand-book of tables, formulas, and methods for engineers, students and draftsmen. 4th ed 1913
- Tables. In list under "Directories, Trade, etc." see No. 96
- Tables and data. In list under "Directories, Trade, etc." see No. 32
- Tables and data for engineers. In list under "Directories, Trade, etc." see No. 56
- Thackray, G. E. Cambria steel; a hand-book of information relating to structural steel, manufactured by the Cambria steel co.; containing useful tables, rules, data, and formulae for the use of engineers, architects, builders and mechanics. 1913
- Trautwine, J. C. Civil engineer's pocket-book. 1916
- Values of foreign coins. Quarterly Supt. of doc., Washington, D. C.
- Van Nostrand's chemical annual; a hand-book of useful data for analytical, manufacturing, and investigating chemists, chemical engineers, and students. Annual

Tables, formulae, etc.—Continued

Vendegrieff, F. B. & Co. Equivalents of foreign weights and measures. (In its Handbook of the U. S. tariff, 1914, p. 14-25)

Walker, F. R. Building estimator's reference book; a practical and thoroughly reliable reference book for contractors and estimators engaged in estimating the cost of and constructing all classes of modern buildings; giving the actual labor costs and methods employed in the erection of some of our present day structures, together with all necessary material prices and labor quantities entering into the costs of all classes of buildings. 1915

Weights and measures. (In Modern merchandising, 1910, v. 7, p. 380-397)

Wentworth, G. Commercial algebra. 2v 1917 (Wentworth-Smith mathematical series)

See also Arithmetic; Investments—Mathematics; Ready reckoners; Statistics

Distance

Tables of distances in nautical and statute miles via the shortest navigable routes, as determined by the U. S. hydrographic station, Bureau of navigation. 215p 1912 (U. S. Hydrographic office. Publication, no. 117) Supt. of doc. 15c

See also Ports—Directories

Interest

Coffin, J. E. Interest tables at one-half, one, two, three, three-and-one-half, four, four-and-one-half, five, six, seven, eight and ten per-cent per annum, showing the interest on any amount from \$1 to \$10,000; also containing a perennial time-table, tables of values of foreign money, the interest laws of all the states, rates of postage, business forms and business laws in daily use. 1914

Holden, J. G. Interest tables and formulae. 1916

Inwood, W. Inwood's tables of interest and mortality for the purchasing of estates and valuation of properties, including advowsons, assurance policies, copyholds, deferred annuities, freeholds, ground rents, immediate annuities, leaseholds, life interests, mort-

gages, perpetuities, renewals of leases, reversions, sinking funds, etc., etc.; with logarithms of natural numbers and Thoman's logarithmic interest and annuity tables. (English money) 30th ed 1913

McCoy, J. S. Tables showing the prices of 2, 3 and 4 per cent bonds (interest payable quarterly) corresponding to investment values of from $\frac{1}{4}$ per cent to 3 per cent per annum, from $\frac{1}{4}$ year to 20 and 30 years to maturity of bond; together with a simple interest table. 1908

Racine, S. F. Annuity studies. 1919 (Accounting students' series)

Robinson, J. W. Robinsonian building-loan interest tables; a complete reference book for the use of building-loan and co-operative bank and other accountants and agents. 6th ed 1909

—Robinsonian universal interest tables, etc. 8th ed 1881

Selden, G. C. Bond yields at a glance; seven simple diagrams which show instantly the yield to maturity of any bond, from 1 to 100 years maturity and from 3% to 10% income basis. 1918 Mag. of Wall St. \$1

Skinner, E. B. Tables. (In his Mathematical theory of investment, 1913, p. 218-242)

Sprague, C. E. Extended bond tables, giving accurate values to eight places of decimals, or to the nearest cent on \$1,000,000. 1915

—Tables. (In his Accountancy of investment, 1914, p. 320-357)

—Tables of compound interest, discount, annuities, sinking funds and other computations for use in the accountancy of investment. (In his Text-book of the accountancy of investment, 1910, p. 151-186)

Tailoring trade

Tailors. (In Harmsworth business library, v. 7, p. 264-268)

See also Clothing trade; Dressmaking business; Men's furnishing goods trade; Organization and administration; Prices (Market)—Woolen goods; *also* notes on Sources of information under Trades

Accounting

See Accounting—Tailoring trade

Tailoring trade—Continued**Advertising**

See under Advertising the following subheads: Clothing trade; Tailoring trade

Directories

See Clothing trade—Directories

Tait, G. W.

Gold mine accounts and costing. 1912
Pitman \$2

Talbot, H. A.

Export forwarder. 1916 (Bus. tr. corp.
Course in foreign trade, v. 4, pt. 3)
Bus. tr. corp. Sold only in set \$55

Talking machine trade

See also Organization and administration; Statistics—Manufactures; also notes on Sources of information under Trades

Directories

In list under "Directories, Trade, etc."
see No. 181

See also Music trade—Directories

Tanning trade

See also Commodities of commerce—Uses; Organization and administration; Prices (Market)—Tanning materials; also subheads under Leather trade; also notes on Sources of information under Trades

Directories

In list under "Directories, Trade, etc."
see No. 110, 211

See also subhead Directories under: Manufacturers; Shoe trade

Encyclopedias and dictionaries

Levi, L. E. Dictionary of tanning terms. (In his Tanners' and chemists' handbook, 1909, p. 269-351)

Tape, R. pseud. See Wyckoff, R. D.

Tapper, T.

Youth and opportunity. 1912 Platt \$1

Tarbell, I. M.

History of the Standard oil company. 2v
1904 Macmillan \$5

Tariff

This is one of several subjects not concerned with methods, but on which information is occasionally needed in the transaction of business; therefore, a few books are listed. For more material, practicable lists to consult are those given under this and related subjects in general en-

cyclopedias. For government publications see Tariff and taxation. Price list 37, Supt. of doc., free

Dewey, D. R. Financial history of the United States. 1915 (American citizen series)

Eaton, A. M. Free trade vs. protection. 1913

Tariff series. Issued irregularly. (U. S. Bureau of foreign and domestic commerce) Supt. of doc.

Taussig, F. W. Free trade, the tariff and reciprocity. 1920

— Some aspects of the tariff question. 1915

See also Commerce; Economics; Import trade; Law—Internal revenue; Taxation

Foreign—Periodicals

Foreign tariff notes. Quarterly

Rates

Kelly's customs tariffs of the world. Annual

Tariffs of all nations. In list under "Directories, Trade, etc." see No. 209

Vandegrift, F. B. & Co. Handbook of the U. S. tariff, containing the Tariff act of 1913, with complete schedules of articles with rates of duty and paragraph of law; also, law on the administration of the customs service, with a list of articles on which drawback rates have been established. 3d ed 1914

Tasmania**Directories**

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Tate's modern cambist. Easton, H. T. 1912

Taussig, F. W.

Free trade, the tariff and reciprocity. 1920 Macmillan \$2

Principles of economics. 2v 2d ed 1916 Macmillan \$4

Some aspects of the tariff question. 1915 Harvard \$2

Taxation

This is one of several subjects not concerned with methods, but on which information is occasionally needed in the transaction of business; therefore, a few books for reference use are listed. For more material, see subhead Bibliography under this subject.

Taxation—Continued

Lyon, W. H. Principles of taxation. 1914

Seligman, E. R. A. Essays in taxation. 1913

See also Accounting—Income tax; Assessed valuation; Economics; Law—Internal revenue; Tariff; Valuation

Bibliography

Lutz, H. L. Bibliography. (In his State tax commission, p. 641-655, 1918, Harvard \$2.75)

Decisions and interpretations

Pub., price, etc. for all entries, where frequency of publication (other than annual) is indicated, will be found in this book in list under "Periodicals".

Income tax bulletin service. Supt. of doc. \$2

Comprises:—Weekly bulletins of income tax rulings, bi-monthly digest of rulings published in the weekly bulletins and semi-annual cumulative bulletins with the full rulings published in the previous six months' weekly bulletins.

Internal revenue review. Monthly

Journal of accountancy. Monthly

Montgomery, R. H. Excess profits tax procedure. 1920

—Income tax procedure. Annual Includes supplement.

Prentice-Hall tax service. Prentice-Hall, inc., 70 5th Ave., N. Y. \$20 a year, including supplements

Comprises:—Federal war tax service: specimen returns and forms, facilities and insurance tax, beverage taxes, admissions and dues taxes, excise taxes, capital stock tax, stamp taxes; Federal income tax service: digest of law, law, administration, general provisions, individuals, partnership and personal service corporations, estates and trusts, withholding and information at the source, corporation income tax, war profits and excess profits tax.

Standard statistics co. Manual of the income tax. 1919

Treasury decisions under customs, internal-revenue, and other laws including decisions of Board of general appraisers and the court of customs appeals. Weekly

Investments

Fitch bond book, describing all important corporation and railroad bond issues of the U. S. and Canada. Annual Indicates for each security when exempt from taxation under U. S. and state laws and

when legal for investment by savings banks. Gives names of dealers who specialize in the investment.

Wrightington, S. R. Tax exempt and taxable investment securities; a summary of the laws of all the states and the District of Columbia relating to the taxation of securities from the standpoint of the banker and investor. 1914

United States

Black, H. C. Black on income taxes; with supplements; the original treatise on income taxation, with the Act of 1913 analyzed and annotated, the Treasury Regulations and Decisions; complete Forms, a table of cases cited and a thorough index; The 1916 Supplement bringing all of the above down to date; The 1917 Supplement covering the Act as revised and amended by congress in September, 1916, with all additional Regulations, Decisions and forms, a table of cases cited, and a consolidated index covering both the 1916 and 1917 Supplements.

Conlin, J. A. Income and federal tax reports. 1918

Income tax bulletin service. Supt. of doc. \$2

Comprises:—Weekly bulletins of income tax rulings, bi-monthly digest of rulings published in the weekly bulletins and semi-annual cumulative bulletins with the full rulings published in the previous months' weekly bulletins.

LeNoir, C. W. Income tax on corporations. (In Spelling, T. C. Manual of corporate management, 1919, p. 877-1112)

Nelson, G. N. Income tax law and accounting. 1918

Prentice-Hall tax service. 70 5th Ave., N. Y. \$20 a year including supplements

Comprises:—Federal war tax service: specimen returns and forms, facilities and insurance tax, beverage taxes, admissions and dues taxes, excise taxes, capital stock tax, stamp taxes; Federal income tax service: digest of law, law, administration, general provisions, individuals, partnership and personal service corporations, estates and trusts, withholding and information at the source, corporation income tax, war profits and excess profits tax.

Seligman, E. R. A. Income tax; history, theory and practice of income taxation at home and abroad. 2d ed 1914

See also Accounting—Income tax; United States—Laws, statutes, etc.

Taxi business

Building a profitable taxi business. (In How to run a retail automobile business at a profit, 1918, p. 156-167)

See also Automobile accessories business; Automobile trade; Garage business—Periodicals; Organization and administration; *also* notes on Sources of information under Business

Accounting

See under Accounting the following subheads: Garage business; Taxi business

Auditing

See Auditing—Taxi business

Taylor, F. W.

✓ Principles of scientific management. 1914
Harper \$1.50

✓ Shop management. 1912 Harper \$1.50

Taylor, H. C.

What a salesman should know. 1913
Browne 75c

Taylor, W. G. L.

Credit system. 1913 Macmillan \$2.25

Taylor school of salesmanship

Progressive course in salesmanship.
1914 Taylor \$8

✓ Taylor system in Franklin management.
Babcock, G. D. 1917

Tea trade

See also Commodities of commerce—Uses; Grocery trade; Organization and administration; Prices (Market)—Tea; *also* notes on Sources of information under Trades

Directories

In list under "Directories, Trade, etc." see No. 229

See also Jobbing, commission business, etc.—Directories—Tea trade; *also* subhead Directories under: Grocery trade; Manufacturers

Encyclopedias and dictionaries

Tea trade vocabulary. In list under "Directories, Trade, etc." see No. 229

Marketing methods

Dalton, R. W. Tea. (In Harmsworth business library, v. 3, p. 112-117)

Periodicals

Tea and coffee trade journal. (also Retail) Monthly

See also Grocery trade—Periodicals

Teachers. *See* Associations—Directories—Educational; Schools and colleges—Directories

Tead, O.

Instincts in industry. 1918 Houghton
\$1.50

Technical dictionary in four languages.
Webber, E.

Technique of indexing. Petherbridge, M.
1904

Telegraph**Rates**

Getzler's transportation rates; freight, express, parcel post, passenger, telephone, telegraph from New York, Philadelphia, Boston to all principal cities in the U. S. and Canada and quoting over 300,000 rates to additional points.

Postal telegraph-cable co. List of offices, revised tariff, instructions and rules.

Western union telegraph co. Tariff book.
See also Cable—Rates

Telegraph codes

A B C universal, commercial, electric, telegraphic code; specially adapted for the use of financiers, merchants, ship-owners, brokers, agents, etc. 4th ed 1899

A B C universal, electric, commercial, telegraph code; specially adapted for the use of financiers, merchants, ship-owners, underwriters, engineers, brokers, agents, etc., etc.; suitable for every one; improved by the addition of five-letter codewords opposite the full codewords and Part III. 5th ed 1915

A B C universal commercial telegraphic code 6th ed 1920

Bentley's complete phrase code (nearly 1000 million combinations, with at least 2 letters difference between each half-code word). 1909

Liebèr's five letter American telegraphic code. 1915

Marconi's wireless telegraphic code; embracing the new syllabic numerical code, and a classified business directory. 1907

Western Union telegraphic code (universal edition). 1900

Western Union telegraphic code; five-letter edition. 1917

Bibliography

Cable and telegraph codes. (In Brentano, 5th Ave., and 27th St., N. Y. Business preparedness and efficiency, p. 31-37)

Telegraph industry

Telephones and telegraphs and municipal electric fire-alarm and police-patrol signaling systems. 1912 (U. S. Bureau of the census) Supt. of doc. 50c

See also Investments—Public utilities—Analyses; Organization and administration; Public service corporations; Wireless stations—Directories; *also* notes on Sources of information under Trades

Directories

See Corporations—Directories

Telephone**Rates**

Getzler's transportation rates; freight, express, parcel post, passenger, telephone, telegraph from New York, Philadelphia, Boston to all principal cities in the U. S. and Canada and quoting over 300,000 rates to additional points.

Telephone exchange rates. [In Telephones and telegraphs and municipal electric fire-alarm and police-patrol signaling systems. 1912 (U. S. Bureau of the census) Supt. of doc. 50c]

Telephone (commercial use)

Knox school of salesmanship and business efficiency. Selling by telephone. (In its Successful management, 1917, p. 112-124)

McClelland, F. C. Using the telephone and telegraph to best advantage. (In his Office training and standards, 1919, p. 59-78)

Telephone industry

Telephones and telegraphs and municipal electric fire-alarm and police-patrol signaling systems. 1912 (U. S. Bureau of the census) Supt. of doc. 50c

See also Associations—Directories—Telephone industry; Investments—Public utilities—Analyses; Organization and administration; Public service corporations; *also* notes on Sources of information under Trades

Accounting

See Accounting—Telephone industry

Auditing

See Auditing—Telephone industry

Directories

In list under "Directories, Trade, etc." see No. 218

See also Associations—Directories—Telephone industry; Corporations—Directories

Teller, W. P., and Brown, H. E.

First book in business methods. 1911 Rand 75c

Templeman, F.

Marine insurance. 1917 Macdonald \$1.60 imp.

Tent trade

Directories

In list under "Directories, Trade, etc." see No. 65, 87

See also subhead Directories under: Awning trade; Sail making industry

Terminals. *See* Ports

Terry, T. P.

Terry's Japanese empire, including Korea and Formosa. 1914 Houghton \$5

Tests. *See* Ability tests

Textile trade

Martin, H. D. Progress and profit for mill men. 1909

Murphy, W. S. Modern drapery and allied trades, wholesale and retail, by leading specialists in every department. 4v 1915

Thompson, E. B. Cotton and linen departments. 1917 (Department store merchandise manuals)

See also Associations—Directories—Textile trade; Carpet trade; Clothing trade; Commodities of commerce—Uses; Cotton goods trade; Cotton trade; Dry goods trade; Glove trade; Hat trade; Hosiery trade; Lace trade; Organization and administration; Prices (Market)—Carpets and rugs; Prices (Market)—Cotton goods; Prices (Market)—Woolen goods; and other subdivisions of Prices (Market); Rubber trade; Silk trade; Waste trade; *also* notes on Sources of information under Trades

Accounting

See Accounting—Textile trade

Auditing

See Auditing—Textile trade

Textile trade—*Continued***Bibliography**

Clatworthy, L. M., Economics of textiles and clothing. 44p 1918 (Home economics series, no. 3) State college of Washington, Pullman, Washington 25c

Little, E. L. List of references on textile industry. (In Special libraries, 120 Peterborough St., The Fenway, Boston. v. 8, p. 174-176. Dec 1917; v. 9, p. 24-25. Ja. 1918 Single numbers 50c)

McGowan, E. B. Bibliography. (In her Textiles and clothing, 1919, p. 253-255)

See also subhead Bibliography under: Clothing trade; Cotton trade; Industrial chemistry; Silk trade

Cost accounts

See Cost accounts—Textile trade

Directories

In list under "Directories, Trade, etc." see No. 50, 65, 66, 67, 68, 82, 94, 164

See also Associations—Directories—Textile trade; Jobbing, commission business, etc. — Directories — Textile trade; *also* subhead Directories under: Awning trade; Burlap trade; Carpet trade; Clothing trade; Corset trade; Cotton goods trade; Cotton trade; Dry goods trade; Dyeing trade; Embroidery trade; Felt trade; Fiber trade; Flax trade; Glove trade; Hat trade; Hemp trade; Hosiery trade; Jute trade; Knit goods trade; Lace trade; Sail making industry; Silk trade; Tent trade; Underwear trade; Upholstery trade; Waste trade; Wool trade

Encyclopedias and dictionaries

American silk journal. Dictionary of silk terms. 1915

Blanco, A. E. Piece goods manual; fabrics described; textile, knit goods, weaving terms, etc. explained; with notes on the classification of samples; compiled and illustrated as an aid to members of the Chinese maritime customs service. 1917

Dictionary of textiles. In list under "Directories, Trade, etc." see No. 94

Glossary of terms used in the silk industry; names descriptive of characteristics of fabrics. (In Thompson, E. B. Silk department, 1918, p. 206-224)

Harmuth, L. Dictionary of textiles. 1915

Murphy, W. S. Glossary of textile terms. (In his Textile industries, 1911, v. 8, p. 141-169)

See also under Encyclopedias and dictionaries the following subheads: Carpet trade; Cotton goods trade; Knit goods trade; Silk trade; *also* Encyclopedias and dictionaries

Marketing methods

Cherington, P. T. Wool industry; commercial problems of the American woolen and worsted manufacture. 1916 (American industries)

Hunter, J. A. Wool, from the raw material to the finished product. 1912

Moore, A. S. Linen, from the raw material to the finished product.

Nystrom, P. H. Textiles. 1916

Woolnan, M. S. Textiles; a handbook for the student and the consumer. 1913

See also subhead Marketing methods under: Cotton trade; Flax trade; Waste trade; Wool trade

Periodicals

Fibre and fabric. Saturdays

Textile world journal. Saturdays

See also subhead Periodicals under: Carpet trade; Clothing trade; Cotton trade; Dry goods trade; Hat trade; Silk trade; Waste trade

Salesmanship

See Salesmanship—Textile trade

Textiles and clothing. McGowan, E. B. 1919

Thackray, G. E.

Cambria steel. 1913 Cambria \$1.25

Theatres

Auditing

See Auditing—Theatres

Directories

In list under "Directories, Trade, etc." see No. 120

See also Motion picture trade—Directories

There's money in your show window. Nat. cash register co. 1913

Things to know about trade marks. 1911 Thompson, J. W. \$1

Thomas, A. G.

Principles of government purchasing. 1919 Appleton \$2.25

Thomas, F.

Shipping clerks', correspondents' and travellers' handbook of Spanish invoicing. 1916 Reilly 75c

Thomas Directory Company

Other Thomas publications will be found listed under Directories—Trade, etc. and under name of specific trade or business with subhead Directories.

Thomas' register of American manufacturers and first hands in all lines. In list under "Directories, Trade, etc." see No. 222

Thompson, C. B.

How to find factory costs. 1916 Shaw \$2.50

Scientific management. 1914 (Harvard business studies) Harvard \$4

Taylor system of scientific management. 1917 Shaw \$10

Theory and practice of scientific management. 1917 Houghton \$1.75

Thompson, E. B.

Cotton and linen departments. 1917 (Department store merchandise manuals) Ronald \$1.25

Silk department. 1918 (Department store merchandise manuals) Ronald \$1.50

Thompson, F. V.

Commercial education in public secondary schools. 1915 World \$1.50

Thompson, J. J.

Social insurance. 1914 Loyola 50c

Thompson, W. A.

Modern show card lettering. 1913 Thompson, W. A. \$1

Thompson, W. S.

Directory of mailing lists obtainable in book and pamphlet form. 1917 Putnam \$2.50

Thomson, H. C.

Patents, trade marks, design patents. 1913 Bellevue \$5

Thorne, W. V. S.

Hospital accounting and statistics. 1916 Dutton \$1.50

Thorne, W. W.

Twentieth century bookkeeping and business practice. 1904 Business \$3

Thorpe, Sir E.

Dictionary of applied chemistry. Rev. ed 5 v 1912-1913 Longmans \$18 per vol.

Thorpe, M.

Coming newspaper. 1915 Holt \$1.40

Thoughts on business. Warren, W. P. 1907

Thralls, J.

Clearing house. 1916 A. B. A.

Tibet

Directories

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Tiemann, H. P.

Iron and steel (a pocket encyclopedia). 1919 McGraw \$4

Tillyard, F.

Banking and negotiable instruments. 1914 Macmillan \$1.75

Timber from the forest to its use in commerce. Bullock, W. 1915

Time studies as a basis for rate setting. Merrick, D. V. 1919

Time tables. See Railroads—Guides; Water transportation business—Sailings

Timken, F. H.

Accounting in the furniture and wood-working industries. 1915 Trade \$2.50

Tin plate trade

Dunbar, D. E. Tin plate industry; a comparative study of its growth in the United States and in Wales. 1915

See also Commodities of commerce—Uses; Organization and administration; Prices (Market)—Iron and steel; Prices (Market) — Tin plate; Statistics — Manufactures; also notes on Sources of information under Trades

Directories

See Iron and steel trade—Directories; Manufacturers—Directories

Tipper, H.

New business. 1914 Doubleday \$2

Tipper, H., and Hotchkiss, G. B.

Advertising. 1914 (Alex. Ham. inst. Mod. bus. v. 4) Alex. Ham. inst.

Tipper, H., and others

Advertising; its principles and practice. 1919 Ronald \$6

Tipson, F. S.

Theory of accounts. 1913 Mendoza \$1.50

Tire trade

Goodell, F. R. Tire making and merchandising. 1918

See also Automobile trade; Commodities of commerce — Uses; Organization and administration; Prices (Market)—Tires and tubes; also notes on Sources of information under Trades

Directories

See subhead Directories under: Automobile trade; Manufacturer;

Tire trade—*Continued***Encyclopedias and dictionaries**

Goodell, F. R. "Tire lingo". (In his *Tire making and merchandising*, 1918, p. 162-168)

Title insurance. See *Insurance*—**Title**

Tobacco leaf. Killebrew, J. B. 1916

Tobacco trade

Report of the commissioner on the tobacco industry. 3v 1909-1915 (U. S. Bureau of corporations) Supt. of doc.

Tobacconists. (In *Harmsworth business library* v. 7, p. 268-273)

Werner, C. *Selling and storekeeping.* (In his *Textbook on tobacco*, 1914, p. 241-303)

Whelan, G. J. *How to sell cigars and tobaccos.* (In *Modern merchandising*, 1910, v. 5, p. 343-364)

See also *Commodities of commerce*—**Uses**; **Organization and administration**; **Prices (Market)**—**Tobacco**; also notes on **Sources of information under Trades**

Advertising

See *Advertising*—**Tobacco trade**

Directories

In list under "Directories, Trade, etc." see No. 126

See also *Jobbing, commission business, etc.*—**Directories**—**Tobacco trade**; **Manufacturers**—**Directories**

Marketing methods

Killebrew, J. B. *On the marketing of tobacco.* (In his *Tobacco leaf*, 1916, p. 263-287)

Salesmanship

See *Salesmanship*—**Tobacco trade**

Tobacconists' advertising. Borsodi, W. 1910

Tobago. See *West Indies*; *Latin America*

Todman, F. S.

Brokerage accounts. 1916 Ronald \$3.50

Tolman, W. H., and Kendall, L. B.

Safety. 1913 Harper \$3

Tompkins, L. J.

Law of commercial paper. 1913 Ronald \$2.50

Summary of the law of private corporations. 1904 Baker, Voorhis \$2.50

Tonking**Directories**

See lists under **Directories**—**Foreign**; **Directories**—**Foreign**, with subdivision for proper continent

Toothaker, C. R.

Commercial raw materials. 1905 Ginn \$1.25

Torrens system

Cameron, A. G. *Torrens system*; its simplicity, serviceability and success. 1915

Dumas, J. *Registering title to land*; a series of lectures delivered at Yale. 1900

See also *Law*—**Real estate**; **Real estate business**

Torrey, J., and Manders, A. S.

Rubber industry. 1915 Int. 15s 6d

Toy trade

See also *Organization and administration*; also notes on **Sources of information under Trades**

Directories

In list under "Directories, Trade, etc." see No. 24, 48, 182

See also **Manufacturers**—**Directories**

Periodicals

Playthings; a business monthly for toy men. Monthly

Toys and novelties; a monthly journal for dealers, jobbers, importers and manufacturers of toys, dolls, games, amusement novelties and athletic goods. Monthly

Tractor trade

See also *Advertising*—**Agricultural implements and machinery trade**; **Commodities of commerce**—**Uses**; **Organization and administration**; **Prices (Market)**, with subdivisions; also notes on **Sources of information under Trades**

Bibliography

See *Automobile trade*—**Bibliography**

Directories

In list under "Directories, Trade, etc." see No. 57, 95, 190, 224

See also subhead **Directories** under: **Agricultural implements and machinery trade**; **Automobile trade**; **Machinery trade**; **Manufacturers**

Encyclopedias and dictionaries

See *Encyclopedias and dictionaries*—**Automobiles**

Periodicals

Automotive industries, the automobile. Weekly

Tractor world; published in the interest of the farm tractor industry, trade and user. Monthly

Trade acceptances. See Acceptances
Trade and professional organizations. See Associations

Trade directories. See Directories—Trade, etc.

Trade marks and trade names

Buck, G. Trade mark power; an expedition into an unprobed and inviting wilderness. 1916

Dicksee, L. R. Goodwill and its treatment in accounts. 1906

Elfreth, W. H. Patents, copyrights and trade marks. 1913

Mahin, J. L. Trade-mark and its relation to business. (In Johnson, A. P. Library of advertising, 1911, v. 2, p. 89-121)

Munn & Co. Trade marks; trade names; for the business man. 1912

Rogers, E. S. Goodwill, trademarks and unfair trading. 1914

Things to know about trade marks. 1911

Thomson, H. C. Patents, trade marks, design patents. 1913

See also Copyright; Export trade—Advertising; Law—Copyright; Law—Patents and trade marks; Patents

Directories

In list under "Directories, Trade, etc." see No. 9, 15, 16, 40, 82, 109, 125, 141, 147, 163, 187, 190, 204, 216, 222, 231

See also subhead Directories under: Advertising; Watermarks

Periodicals

Bulletin of the U. S. trade mark association. Monthly

Official gazette of the U. S. patent office; containing patents, trade-marks, designs and labels. Tuesdays

Trade morals. Page, E. D. 1914

Trade of the world. Whelpley, J. D. 1913

Trade of to-morrow. Benn, E. J. P. 1918

Trade papers. See House organs; Periodicals

Trade unions. See Labor unions

Trades

SOURCES OF INFORMATION about a specific trade or business:—

Associations: Through correspondence (see classified list in this book under "Associations—Directories").

Directories: See in this book under name of the specific trade or industry, subhead "Directories".

Encyclopedias: (General)

Periodicals: Through the following indexes:—Business digest, Industrial arts index, Monthly catalogue of U. S. public documents, Monthly list of state publications, Readers' guide to periodical literature (for publisher, etc. see list in this book under "Periodicals").

Periodicals (trade): Through correspondence. Also through indexes published by individual trade magazines (for list of such magazines, see in this book under name of the specific trade or industry, with subhead "Periodicals"; under "Periodicals—Bibliography" and under "Periodicals—Directories").

Services: Brookmire economic service; Public affairs information service; Standard daily trade service; Business data bureau service; Prentice-Hall business information service. (For publisher, etc., see list in this book under "Services").

U. S. Bureau of the census publications (for list and prices, apply to Supt. of doc., Washington, D. C.)

U. S. catalog.

Yearbooks and other publications of trade associations: For names of trade associations, see classified list in this book under "Associations—Directories".

Business and trade headings used in this book: Accountants' offices; Acetylene plants; Actuaries; Advertising-Agency business; Agricultural implements and machinery trade; Agriculture; Aircraft industry; Arbitrage; Architects' offices; Architects' offices—Landscape; Architects' offices—Naval; Art dealers; Auditors' office; Automobile accessories business; Automobile trade; Awning trade; Baking trade; Banks and banking; Bee industry; Bond houses; Book trade; Brick trade; Building and loan associations; Building material trade; Building trades; Burlap trade; Butter trade; Canning trade; Carpet trade; Cement trade; Chain stores; Chemical and drug trade; Clothing trade; Coal trade; Coffee trade; Coke trade; Collecting of accounts; Commissioners of deeds; Confectionery trade; Container trade; Cooperative stores; Copper industry; Cordage trade; Corset trade; Cotton goods trade; Cotton seed trade; Cotton trade; Cutlery trade; Dairy industry; Dentists' offices; Dressmaking business; Drug stores; Dry goods trade; Dyeing trade; Electric light and power companies; Electric railroads; Electrical supply trade; Embroidery trade; Employment bureaus; Engineering offices; Engineering supply trade; Export trade; Express service; Felt trade; Fertilizer trade; Fiber trade; Film trade; Fish trade; Five and ten cent stores; Flag trade; Flax trade; Florist business; Forestry business; Forwarders; Foundry trade; Fruit trade; Fur trade; Furniture trade; Galvanizing trade; Gas companies; Glass trade; Glove trade; Grain trade; Grocery trade; Gypsum trade; Hardware trade; Harness trade; Hat trade; Hemp trade; Hosiery trade; Hotels; House furnishings trade; Ice cream business; Ice trade; Import trade; Installation business; Insurance-Agency business; Iron and steel trade; Jewelry trade; Jobbing, commission business, etc.; Jute trade; Knit goods trade; Lace trade; Laundry business; Lawyers' offices; Leather goods trade; Leather trade; Lime trade; Lumber trade; Machine shops; Machinery trade; Mail order business; Marine engine and boiler trade; Mattress trade; Meat trade; Medical supply trade; Men's furnishing goods trade; Metal

Trades —Continued

trade; Mill supply trade; Millinery trade; Mine supply trade; Mines and mining; Mineral industry; Motion picture trade; Motor cycle trade; Music trade; Navy yard work; Newsdealers; Newspaper business; Notaries public; Notion trade; Novelty trade; Nursery trade; Nut trade; Office building management; Office supplies business; Oil trade; Oleomargarine trade; Optical trade; Organ trade; Packing trade; Paint trade; Painting and decorating trade; Paper box trade; Paper trade; Pattern shops; Pawnbroking business; Petroleum industry; Phosphate trade; Physicians' offices; Piano trade; Plumbing trade; Pottery trade; Poultry business; Printing business; Produce trade; Promoting; Public service corporations; Publishing trade; Quarries; Railroads; Real estate business; Refrigeration trade; Restaurant business; Retail stores; Retailing; Rolling mill industry; Rubber trade; Sail making industry; Savings banks; Saw mills; Seed trade; Sewing machine trade; Sheep raising business; Ship chandlers; Shipbuilding trade; Shoe trade; Silk trade; Smelting trade; Soap trade; Spice trade; Sporting goods trade; Stationery trade; Stock brokerage business; Stone trade; Stove trade; Sugar trade; Surgical instrument trade; Tailoring trade; Talking machine trade; Taxi business; Tea trade; Telegraph industry; Telephone industry; Tent trade; Textile trade; Theatres; Tin plate trade; Tire trade; Tobacco trade; Toy trade; Tractor trade; Trunk trade; Trust companies; Umbrella trade; Underwear trade; Upholstery trade; Vehicle trade; Warehouse business; Waste trade; Water transportation business; Window dressing; Window shade trade; Wireless stations; Wool trade; Yarn trade.

Directories

In a library used by business men, directories are among the most used books because they are the connecting link between the seller and the buyer; and will be found a necessity unless there is in the city one of the directory libraries maintained by directory publishers. The Catalogue of copyright entries (see in list in this book under "Periodicals") is the prime source for information as to publisher, price and frequency of publication. See also in this book under "Directories—Trade, etc."

Trading in wheat. Prill, A. 1917

Trading with Latin America. Filsinger, E. B. 1917

Trading with the far East. Irving national bank. 1919

Traffic field. 1919 LaSalle \$2.75

Traffic management

Davies, J. P. Domestic shipping. (In his Engineering office systems and methods, 1915, p. 329-346)

Derby, H. L. Industrial traffic departments. (In American commerce association. Traffic library, v. 6)

Dewsnup, E. R. Freight classification. 4v 1913

Diemer, H. Shipping and receiving departments. (In his Factory organization and administration, 1914, p. 241-255)

Galloway, L. Work of the traffic department. (In his Office management, 1918; p. 289-307)

Gerstenberg, C. W. Traffic. (In his Principles of business, 1918, p. 483-532)

Griffith, J. B. Shipping department. (In Amer. sch. of cor. Cyc. of commerce, etc., 1910, v. 1, p. 183-230)

— Shipping department. (In his Business management, 1910, v. 2, p. 79-127)

Jones, E. D. Traffic department. (In his Administration of industrial enterprises, 1916, p. 397-415)

Larish, F. A. Bill of lading. 49p 1918 LaSalle

Lissenden, G. B. Industrial traffic management.

Morton, J. F. Routing freight shipments. 1913

Parsons, C. C. Traffic and shipping. (In his Business administration, 1909, p. 87-98)

Prentice-Hall business information service; the best and newest ideas on business gathered weekly from every available source. Prentice-Hall, inc., 70 5th Ave., N. Y. \$75. a year

A loose leaf service giving abstracts and notes of current business literature appearing in periodicals, newspapers, pamphlets, books, etc., ready to file in binders, grouped mainly for the principal departments of a business firm in the following sections: Accounting; Advertising and selling; Banking, exchange and public finance; Credits and collections; Employment; Financing; Foreign trade; Industrial and commercial relations; Management; Office management; Personal efficiency; Purchasing and stores; Transportation. Paid research work. Books, periodicals and copies of articles analyzed furnished at cost.

Strombeck, J. F. Reducing freight charges to a minimum. 1913

Traffic field, comprising Industrial traffic department; Associated traffic management; Community traffic management; Public utility commission work; Railway traffic management. 1919

Trimpe, W. T. Freight claims. 1913

See also Export trade; Express service; Maps—Traffic department; Motor trucks (commercial use); Ports; Postal service; Shipment of goods; Transportation; Water transportation business; also subhead Guides under: Freight;

Traffic management—*Continued*

Railroads; *also* subhead Rates under: Freight; Parcel post; Tariff

Encyclopedias and dictionaries

See Transportation—Encyclopedias and dictionaries

Periodicals

Traffic world; a working tool for traffic men, both industrial and railroad; a national journal of important transportation news; independent as between carrier and shipper. Saturdays

See also subhead Periodicals under: Container trade; Freight — Rates; Motor trucks (commercial use); Ship-ment of goods; Tariff—Foreign; Transportation

Records and statistics

Cake, C. E. Keeping record of goods received and shipped. (In Office methods and accounting. 1917, p. 184-192)

Cobey, J. W. Tariff department. (In Traffic field, 1919, p. 66-85)

Parsons, C. C. Shipping records. (In his Office organization and management, 1917, p. 268-272)

Schulze, J. W. Shipping records. (In his American office, 1914, p. 346-349)

See also Filing; Indexing

Training of a salesman. Maxwell, W. 1919

Transportation

Clapp, E. J. Railway traffic. 1917 (Alex. Ham. inst. Mod. bus. v. 14)

Droege, J. A. Freight terminals and trains, including a revision of Yards and terminals. 1912

Jackman, W. J. Transportation, interstate commerce, foreign trade. 1916 (International business library)

Johnson, E. R. Elements of transportation; a discussion of steam railroad, electric railway and ocean and inland water transportation. 1909

Kennedy, P. B. Traffic. 1914 (Alex. Ham. inst. Mod. bus. v. 5, pt. 3)

Kirkaldy, A. W. History and economics of transport. 1915

MacElwee, R. S. Ports and terminal facilities. 1918

Report of the commissioner of corporations on transportation by water in the U. S. 4v 1909-1910 (U. S. Bureau of corporations) Supt. of doc.

Zimmermann, E. W. Foreign trade and shipping. 1917 (Alex. Ham. inst. Mod. bus. v. 15)

See also Commerce; Electric railroads; Express service; Forwarders—Directories; Merchant marine; Motor trucks (commercial use); Ports; Postal service; Railroads; Water transportation business

Encyclopedias and dictionaries

Droege, J. A. Terms and definitions. (In his Freight terminals and trains, 1912, p. 13-16)

Jackman, W. J. Terms used in transportation. (In his Transportation, 1916, p. 407-413)

Riley, R. E. Technical traffic terms. (In his Traffic glossary, 1917, p. 108-246)

Maps

See Maps—Transportation

Periodicals

Interstate commerce commission reports, decisions of the Interstate commerce commission of the U. S. Irregular

Traffic world; a working tool for traffic men, both industrial and railroad; a national journal of important transportation news; independent as between carrier and shipper. Saturdays

Transportation. Monthly

See also subhead Periodicals under: Motor trucks (commercial use); Water transportation business

Transvaal**Directories**

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Trautwine, J. C.

Civil engineer's pocket-book 1916 Trautwine \$5.25

Traveling salesmanship Douglas, A. W. 1919

Traveling salesmen. *See* Salesmanship

Tregurtha, C. M., and Frings, J. W.

Craft of silent salesmanship. Pitman \$1.35

Trezeise, F. J.

Typography of advertising. 1911 Inland printer \$2

Trimming trade. *See* Notion trade—Periodicals; Textile trade

Trimpe, W. T.

Freight claims. 1913 La Salle

Trinidad.

See Latin America; West Indies

Directories

See lists under Directories—Foreign
Directories—Foreign, with subdivision
for proper continent

Tripoli**Directories**

See lists under Directories—Foreign;
Directories—Foreign, with subdivision
for proper continent

Trucks. *See* Automobile trade; Motor
trucks (commercial use)

Trunk trade

Bag and trunk dealers. (In Harmsworth
business library, v.6, p.175-181)

See also Commodities of commerce—
Uses; Leather goods trade; Organiza-
tion and administration; Prices (Mar-
ket), with subdivisions; *also* notes on
Sources of information under Trades

Advertising

See Advertising—Trunk trade

Directories

In list under "Directories, Trade, etc."
see No. 49, 86, 87

See also Manufacturers—Directories

Salesmanship

See Salesmanship—Leather goods
trade

Trust companies

Barnett, G. E. State banks and trust
companies since the passage of the Na-
tional bank act. 1911 (Nat. monetary
com.)

Herrick, C. Trust companies; their or-
ganization, growth and management.
1909

Hull, W. H. Trust company section. (In
his Practical problems in banking and
currency, 1907, p. 457-585)

Int. cor. schools. History of banking; na-
tional and state banking; national bank
supervision; savings banks; trust com-
panies.

Kirkbride, F. B. Modern trust company,
its functions and organization. 4th ed
1913

Perine, E. T. Amer. trust companies;
their growth and present wealth. 1909

— Story of the trust companies. 1916

Trust services that win; Handling trust
business more effectively. (In Manage-

ment and executive control, 1919,
p. 241-273)

See also Advertising—Banks; Banks
and banking; Organization and admin-
istration; *also* notes on Sources of in-
formation under Business

Auditing

See Auditing—Trust companies

Bibliography

U. S. Library of congress. List of refer-
ences on mortgage guaranty compan-
ies. 2p. 1917 (Typewritten, 10c; ob-
tained only through P. A. I. S.)

Commercial correspondence

See Commercial correspondence—
Banks

Directories

In list under "Directories, Trade, etc."
see No. 227

See also Banks and banking—Direc-
tories

Periodicals

Journal of the American bankers associa-
tion. Monthly

See also Banks and banking—Period-
icals

Securities

See Investments—Financial—Analy-
ses

Trustees. *See* administration of estates

Trusts

This is one of several subjects not concerned
with methods, but on which information is oc-
casionally needed in the transaction of business;
therefore a few books for reference use are listed.
For more material *see* subhead Bibliography un-
der this subject.

Dos Passos, J. R. Commercial mort-
main. 1916

Ely, R. T. Monopolies and trusts. 1912
(Citizen's library)

Hancy, L. H. Business organization and
combination; an analysis of the evolu-
tion and nature of business organization
in the U. S. and a tentative solution of
the corporation and trust problems.
1914

Jenks, J. W. Trust problem. 1917

Ripley, W. Z. Trusts, pools and corpora-
tions. 1916

See also Capital; Corporations; Stand-
ard oil co.; U. S. steel corporation

Bibliography

Hancy, L. H. Select list of references.
(In his Business organization and com-
bination, 1913, p. 478-479)

Trusts—Bibliography—Continued

Jenks, J. W. Selected reading references on trusts. (In his *Trust problem*, 1917, p. 490-492)

List of books, with references to periodicals, relating to trusts. 93p 1907 Library of Congress, Washington, D. C. 25c

Tuberculosis**Associations**

See Associations—Directories—Tuberculosis

Tucker, J. I.

Contracts in engineering. 1910 McGraw \$3

Tunis**Directories**

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Turkey**Directories**

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Turner, F. W., and Perrigo, O. E.

Machine shop work and management. 1914 Amer. tech. \$1.50

Turning him down. Lawrence, H. C. 1908**Turnover (labor).** See Employment problems; Labor turnover**Turnover (of stock)**

Cleary, P. R. Turning of investment. (In his *How to figure profit*, 1918, p. 168-188)

Douglas, A. W. Turnover of stock. (In his *Merchandising*, 1918, p. 10-21)

Field, C. C. Turnover. (In his *Retail buying*, 1917, p. 123-137)

Making your dollars work faster. (In *How to run a wholesale business at a profit*, 1918, p. 209-222)

Sammons, W. More turnovers. (In his *Keeping up with rising costs*, 1915, p. 175-192)

Shaw, A. W. Co. How to speed up the rate of turnover. (In their *Report on the profitable management of a retail lumber business*, 1918, pt. 5, p. 35-44)

See also Retail stores—Costs; Retail stores—Management; Retailing

Turnover of factory labor. Slichter, S. H. 1919**Twelve principles of efficiency.** Emerson, H. 1912

Twentieth century book-keeping and business practice. Thorne, W. W. 1904

Twentieth century hat factory. Mills, D. C. 1910-1911

Twenty-five years in the mail order business. Lee, J. 1902

Twine trade. See Cordage trade

Two thousand points for financial advertising. MacGregor, T. D. 1915

Twyford, H. B.

Purchasing. 1915 Van Nostrand \$3

Storing. 1918 Von Nostrand \$3

Tyler, E. A.

Insurance companies accounts. 1905 (Accountants' lib. v. 36)

Typewriting

No books on this subject or on shorthand have been included. They are used mostly by students rather than by business men.

Typography of advertisements that pay. Farrar, G. P. 1917

Typography of advertising. Trezise, F. J. 1911

U

U book. Shively, N. O. 1917

Uganda protectorate**Directories**

See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

Umbrella trade

Murphy, W. S. Umbrellas. (In his *Modern drapery and allied trades*, 1915, v. 2, p. 280-294)

Umbrella merchants. (In *Harmsworth business library*, v. 7, p. 274-282)

See also Commodities of commerce—Uses; Organization and administration; Prices (Market), with subdivisions; also notes on Sources of information under Trades

Advertising

See Advertising—Umbrella trade

Directories

In list under "Directories, Trade, etc." see No. 49, 86, 87

See also Manufacturers—Directories

Unckless, L.

How to find manufacturing costs and selling costs. 1909 Mod. methods 50c

Understanding South America. Cooper, C. S. 1918

Undertaker business

Undertakers. (In Harmsworth business library, v. 7, p. 282-291)

Underwear trade

Murphy, W. S. Ladies' and children's underclothing and outfitting. (In his Modern drapery and allied trades, 1915, v. 2, 103-116)

See also Clothing trade; Commodities of commerce—Uses; Dry goods trade; Hosiery trade; Lace trade; Organization and administration; Textile trade; also notes on Sources of information under Trades

Costs

Women's muslin-underwear industry; report of the cost of production of women's muslin-underwear in the U. S. 184p 1915 (U. S. Bureau of foreign and domestic commerce. Miscellaneous series, no. 29) Supt. of doc. 20c

See also subhead Costs under: Clothing trade; Knit goods trade

Directories

In list under "Directories, Trade, etc." see No. 10, 66, 87

See also subhead Directories under: Clothing trade; Corset trade; Dry goods trade; Embroidery trade; Hosiery trade; Knit goods trade; Lace trade; Textile trade; Wool trade

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See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

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Labor

See Labor unions

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United States

See also Cities; Commerce; Export trade; States; Statistics; Tariff; Taxation—United States

Army—Directories

In list under "Directories, Trade, etc." see No. 31, 165, 176

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Coast guard

See United States—Navy

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See subhead Directories under: Manufacturers; name of specific trade or business

Economic conditions

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Employees—Directories

Directories of individual government bureaus
 and departments are frequently issued. For in-
 formation about these as issued see monthly
 catalogue of U. S. public documents. (For
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 sources of raw materials, establishment of new
 industries, U. S. and foreign government regu-
 lations and their changes affecting the exporter
 and importer, and business conditions in all
 countries. Its scope has been broadened to
 cover all kinds of business and surveys of in-
 dividual industries are frequently given. Fed-
 eral laws and regulations with their bearing on
 business given in detail. Everything daily re-
 vised. Washington, European, Latin-American,
 Russian and Far Eastern representatives col-
 lect its foreign information. Supplemental
 service by telephone and correspondence on
 subjects covered.

See also Law

Maps

See Maps—United States

Navy—Directories

In list under "Directories, Trade, etc."
 see No. 154, 155, 196, 198, 210

Officials

See Officials—Directories—Consuls
 (U. S.); Officials—Directories—Federal

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See Statistics—United States

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Upholstery trade

See also Carpet trade; Commodities of commerce—Uses; Furniture trade; Organization and administration; Prices (Market), with sub-divisions; Textile trade; also notes on Sources of information under Trades

Directories

In list under "Directories, Trade, etc." see No. 9

See also Jobbing, commission business, etc.—Directories—Upholstery trade; also subhead Directories under: Carpet trade; Furniture trade; Manufacturers; Textile trade; Window shade trade

Encyclopedias and dictionaries

Int. cor. schools. Upholstery terms. (In its Salesman's handbook, 1913, p.166-171)

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See lists under Directories—Foreign; Directories—Foreign, with subdivision for proper continent

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Anuario estadística de la república oriental del Uruguay. Juan J. Dornaleche, Calle Cerro Largo 783 y 785, Montevideo, Uruguay

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- Vegetables**
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See *Farm produce—Marketing methods*

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New pronouncing dictionary of the Spanish and English languages. 1909 Appleton \$6

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Victorian year-book. A. J. Mullett, Government printer, Melbourne, Victoria, Australia. 2s 6d

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- Grocer's encyclopedia. 1911 Ward \$10

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- Sheldrake, T. S. Warehousing. (In Harmsworth business library, v. 3, p. 41-50)
- Stephenson, J. Warehousing. (In his Principles and practice of commerce, p. 533-566)
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- See also* subhead Directories under: Manufacturers; Refrigeration trade

Warren, A.

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Wasson, G. G.

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See also Commodities of commerce—Uses; Metal trade; Organization and administration; Prices (Market)—Iron and steel—Scrap; Prices (Market)—Metals—Scrap; Prices (Market)—Rubber—Scrap; Prices (Market)—Waste; Textile trade; *also* notes on Sources of information under Trades

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In list under "Directories, Trade, etc." see No. 65, 66, 67, 68, 119, 162, 164, 177, 187, 214, 234

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Accounting

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Bibliography

List of references on shipping and shipbuilding. 303p 1919 (U. S. Library of congress) Supt. of doc. 40c

See also subhead Bibliography under: Accounting—Water transportation business; Maps—Ports; Merchant marine; Ports; Shipbuilding trade

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In list under "Directories, Trade, etc." see No. 30, 46, 47, 81, 93, 131, 132, 134, 195, 203, 209, 214

See also Associations—Directories—Water transportation business; *also* subhead Directories under: Architects' offices—Naval; Forwarders; Life saving stations; Marine engine and boiler trade; Ship chandlers; Warehouse business; Wireless stations

Water transportation business—Continued**Encyclopedias and dictionaries**

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Marine news. Monthly

Nautical gazette; an international weekly newspaper of shipbuilding, shipping, marine insurance and export news. Saturdays

New York commercial. Daily except Sunday

See also subhead Periodicals under: Export trade; Freight—Rates; Insurance—Marine; Shipment of goods

Rates

Rail and lake freight rates; Ocean and rail freight rates. (In Getzler's transportation rates; freight rates, etc.)

Rates—Periodicals

See Freight—Rates—Periodicals

Sailings

Pub., price, etc. for all entries, where frequency of publication (other than annual) is indicated, will be found in this book in list under "Periodicals."

Bullinger's monitor guide. In list under "Directories, Trade, etc." see No. 46

Industrial Canada; official publication of the Canadian manufacturers association (incorporated), and devoted to the advancement of the industrial and commercial prosperity of Canada. Monthly

Journal of commerce and commercial bulletin. Daily except Sundays and holidays

Official guide of the railways. In list under "Directories, Trade, etc." see No. 168

Transportation. Monthly

See also Railroads—Guides

Water works. *See* Investments—Public utilities—Analyses; Public service corporations; *also* subhead Water works under: Accounting; Auditing

Water-works management and maintenance. Hubbard, W. D. 1907

Watermarks**Directories**

In list under "Directories, Trade, etc." see No. 135, 192

See also Trade marks and trade names—Directories

Watson, G. C.

Farm poultry. 1907 (Rural science series) Macmillan \$1.50

Watt, Sir G.

Commercial products of India. 1908
Murray 16s

Watt, H. A.

Composition of technical papers. 1917
McGraw \$1.50

Watt, H. J.

Economy and training of memory. 1909
Longmans 50c

Wealth

This is one of several subjects not concerned with methods, but on which information is occasionally needed in the transaction of business; therefore, a few books for reference use are listed. For more material, see subhead Bibliography under this subject.

Cannan, E. Wealth; a brief explanation of the causes of economic welfare. 1914

Smith, A. Inquiry into the nature and causes of the wealth of nations.

See also Capital; Credit; Economics; Money

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Seligman, E. R. A. Suggestions for students and general references. (In his Principles of economics, 1919, p. xix-liv)

Watkins, G. P. List of books and articles cited. (In his Growth of large fortunes, 1907, p. 164-170. Amer. econ. \$1)

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Weather

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(U. S. Weather bureau. Bulletin Q)

Supt. of doc. \$10

Daily weather map. Daily

See also Statistics—Agriculture

Webb, A. D.

New dictionary of statistics. 1911 Dutton
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History of trade unionism. 1911 Longmans \$2.60

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English, Italian, French and German.
Pitman 12s

Webner, F. E.

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New international dictionary of the English language. 1919 Merriam \$12

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Webster, W. C.

General history of commerce. 1903 Ginn
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Weed, S. R.

Hand book for fire insurance agents. 1904
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Weed, W. H.

Mines handbook. In list under "Directories, Trade, etc." sec No. 148

Weights and measures. *See* Tables, formulae, etc.

Weihaiwei**Directories**

See lists under Directories—Foreign;
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Weld, L. D. H.

Marketing of farm products. 1916 Macmillan \$1.50

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Univ. of Minn. 50c

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Selected articles on employment management, 1919, p. 435-483)

Brisco, N. A. Welfare work. (In his
Economics of efficiency, 1914, p. 224-251)

Business training corporation. Helping men to develop themselves; Team spirit. (In its Course in modern production methods, 1919, v. 3, p. 100-126)

Henderson, C. R. Citizens in industry. 1915

Hutton, J. E. Welfare and housing. 1918

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Price, G. M. Modern factory; safety, sanitation and welfare. 1914

Proud, E. D. Welfare work; employers' experiments for improving working conditions in factories. 1916

Webb, S. "Scientific management" and "welfare work". (In his Works manager to-day, 1918, p. 131-152)

See also Employees; Employment problems; Executive methods and policies; Organization and administration; Safety methods; Woman—Employment

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— Window trimmers' handbook; a convenient reference book for all persons interested in the display of merchandise of all kinds in show windows, show cases and store interiors. 1912

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- Business prospects year book; what will happen to coal, iron, copper, tin, tinplates, spelter, oil, shipping, money market, wheat, cotton, rubber. Annual Financial Times, 72 Coleman St., London, E. C.2 10s
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- South African almanack and reference book; the national South African chronicle, gazetteer and year book. Argus Printing and Publishing Co., Ltd., 120 St. George's St., Cape Town, Africa \$2.50 imp.
- South American year book and directory (incorporating the South American railway year book, South American annual, and South American blue book); containing general information relating to the ten republics of South America, British, Dutch and French Guiana, the Panama Canal, the Falkland Islands, and Trinidad. Cassier \$8.50
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- Accountancy Lib. Assoc. School of Commerce, Accounts and Finance, 1330 Arapahoe St., Denver, Colo.
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- Adv. cyc. Advertiser's Cyclopedia co., 310 Broadway, N. Y.
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- Adv. pub. co. Advertiser Pub. Co., Harris Trust Bldg., Chicago
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- Allen, G. George Allen and Co., Ltd., Ruskin House, 44 & 45 Rathbone Place, London
- Allenson. H. R. Allenson, Ltd., Racquet Court, Fleet St., E. C., London
- Allyn Allyn & Bacon, 50 Beacon St., Boston
- Altemus. Henry Altemus Co., 1326 Vine St., Philadelphia
- Amer. acad. Amer. Academy of Political & Social Science, Station B, Philadelphia
- Amer. Assoc. of Port Authorities, 29 Broadway, N. Y.
- Amer. bk. Amer. Book Co., 100 Washington Sq., N. Y.
- Amer. bldg. Amer. Building Assoc. News, 15 W. 6th St., Cincinnati, O.
- Amer. brewers. Amer. Brewers Review Co., 327 S. LaSalle St., Chicago
- Amer. bus. bk. co. Amer. Business Book Co., 251 Causeway, Boston
- Amer. Code Co., 206 Broadway, N. Y.
- Amer. Commerce Assoc., 206 S. Wabash Ave., Chicago
- Amer. contr. Amer. Contractor Publishing Co., 105 W. 40th St., N. Y.
- Amer. econ. Amer. Economic Assoc., Princeton University, Princeton, N. J.
- Amer. educ. Amer. Educational Co., 29 S. LaSalle St., Chicago
- Amer. Electric Railway Accountants Assoc., 8 W. 40th St., N. Y.
- Amer. Electric Railway Assoc., 8 W. 40th St., N. Y.
- *Amer. exp. Amer. Exporter, 17 Battery Pl., N. Y.
- Amer. florist. Amer. Florist Co., 440 S. Dearborn St., Chicago
- Amer. fruits. Amer. Fruits Pub. Co., (R. T. Olcott), 39 State St., Rochester, N. Y.
- Amer. Gas Assoc., 25-29 W. 39th St., N. Y.
- Amer. hist. assoc. Amer. Historical Assoc., 1140 Woodward Bldg., Washington, D. C.
- Amer. hotel. American Hotel Register Co., 228-234 West Ontario St., Chicago
- Amer. inst. American Institute of Banking, 5 Nassau St., N. Y.
- Amer. Inst. accountants. 20 Vesey St., N. Y.
- Amer. Iron and Steel Institute, 61 Broadway, N. Y.
- Amer. lib. American Library Association, 78 E. Washington St., Chicago
- Amer. Lumberman, 431 S. Dearborn St., Chicago
- Amer. manufacturers. Amer. Manufacturers Export Assoc., 160 Broadway, N. Y.
- Amer. metal. Amer. Metal Market Co., Inc., 81 Fulton St., N. Y.
- Amer. Osteopathic Assoc., Sec., H. L. Chiles, 466 Main St., Orange, N. J.

- Amer. Protective Tariff League, 339 Broadway, N. Y.
- Amer. sales bk. Amer. Sales Book Co., Railroad Av., Fourth & Magee Sts., Elmira, N. Y.
- Amer. sch. of cor. Amer. School of Correspondence, 58th St. & Drexel Av., Chicago
- Amer. soc. Amer. Society of Mechanical Engineers, 29 W. 39th St., N. Y.
- Amer. soc. of internat. law. Amer. Society of International Law, 2 Jackson Pl., Washington, D. C.
- Amer. Statistical Assoc., 222 Charles River Road, Cambridge, Mass.
- Amer. tech. Amer. Technical Society, E. 58th St., cor. Drexel Ave., Chicago
- Amer. tel. Amer. Telephone & Telegraph Co., 15 Dey St., N. Y.
- Amer. Unitarian Assoc., 25 Beacon St., Boston
- Analyses. Analyses Pub. Co., 35 Nassau St., N. Y.
- *Anderson. W. H. Anderson Co., 524 Main St., Cincinnati, O.
- Anderson pub. co. F. K. Anderson Pub. Co., 467 Broadway, N. Y.
- Annual Review Pub. Co., 2 College St., Toronto, Canada
- Anthony. E. Anthony & Sons, Inc., 575 Pleasant St., New Bedford, Mass.
- Appleton. Daniel Appleton & Co., 29-35 W. 32 St., N. Y.
- Armstrong. A. C. Armstrong & Son, 51 E. 10th St., N. Y.
- Army. Army Service Schools Press, Fort Leavenworth, Kan.
- Arnold. B. J. Arnold, 105 S. LaSalle St., Chicago
- Assoc. adv. clubs. Associated Advertising Clubs of the World, (formerly Associated advertising clubs of America), 804 Merchants Bank Bldg., Indianapolis, Ind.
- Association. Association Press, 347 Madison Ave., N. Y.
- Assoc. of life ins. Assoc. of Life Insurance Presidents, 165 Broadway, N. Y.
- Atlantic. Atlantic Deeper Waterways Assoc., 815 Crozer Bldg., Philadelphia
- Atlas. Atlas Pub. Co., 150 Lafayette St., N. Y.
- Audit. Audit Co. of N. Y., 14 Wall St., N. Y.
- Australia Bur. of Census and Statistics, Melbourne, Australia
- Authors. Authors Press, 225 Fifth Ave., N. Y.
- Automobile. Automobile Trade Directory Co., 243 W. 39th St., N. Y.
- Automobile blue. Automobile Blue Book Pub. Co., 243 W. 39th St., N. Y.
- Automobile Pub. Co., 612 Chamber of Commerce Bldg., Detroit, Mich.
- Automobile tr. Automobile Trade Journal, 49th & Market Sts., Philadelphia
- Ayer. N. W. Ayer & Son, 300 Chestnut St., Philadelphia
- Ayres. R. C. Ayres, 23 Montgomery St., San Francisco
- Babson. Babson's Statistical Organization, Wellesly Hills, Mass.
- Badger. Richard G. Badger, 194-200 Boylston St., Boston
- Baker. Baker & Taylor Co., 354 Fourth Ave., N. Y.
- Baker, W. H., 5 Hamilton Pl., Boston
- Baker, Voorhis. Baker, Voorhis & Co., 45 John St., N. Y.
- Bankers. Bankers' Publishing Co., 253 Broadway, N. Y.
- Bankers' Appraisal Co., 1400 W. 25th St., Cleveland, O.
- Bankers stationery. Bankers' Stationery Supply Co., 140 S. Dearborn St., Chicago
- Banking pub. Banking World Pub. Co., 505 Fifth Ave., N. Y.
- Banque. Banque Populaire, Athens, Greece
- Bankruptcy. Bankruptcy Book Concern, 111 Broadway, N. Y.
- Banks. Banks Law Pub. Co., 23 Park Pl., N. Y.
- Barnes. A. S. Barnes & Co., 30 Irving Pl., N. Y.
- Barr. W. M. Barr Co., Inc., 116 W. 39th St., N. Y.
- Bartholomew. J. Bartholomew & Co., Edinburgh Geographical Institute, Duncan St., Edinburgh, Scotland
- Baugh. F. H. Baugh, Maryland Casualty Bldg., Baltimore, Md.
- Baumgartner. E. H. Baumgartner, 529 Monadnock Block, Chicago
- Bayer. Henry G. Bayer, 21 Park Row, N. Y.
- Bd. trade. Board of Trade, 7 Whitehall Gardens, Whitehall, London, S. W. I.

- Beckett. Beckett Paper Co., 4th & Buckeye Sts., Hamilton, O.
- Bell. C. E. Bell, 313 Equitable Bldg., Atlanta, Ga.
- Bell (Lond). G. Bell & Sons, Ltd., 6 Portugal St., London, W. C.
- Bellevue. Bellevue Pub. Co., 15 State St., Boston
- Belt. Robert E. Belt, 1828 Windermere St., Cleveland, O.
- Bench. Bench and Bar Co., 27 Cedar St., N. Y.
- Bender. M. Bender & Co., 109 State St., Albany, N. Y.
- Bender-Moss. Bender-Moss Co., Inc., 11 City Hall Ave., San Francisco
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- Better roads. Better Roads Pub. Co., 21 E. 4th St., Dayton, O.
- Bielefelds. J. Bielefelds, Freiburg (Baden), Germany
- Birmingham. Ernest F. Birmingham, 232 W. 59th St., N. Y.
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- Black. W. & C. Black, Inc., 4-6 Soho Sq., London, W. 1.
- Blake. G. H. Blake, 136 Liberty St., N. Y.
- Bliss. F. H. Bliss Pub. Co., 127 W. Franklin St., Saginaw, Mich.
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- Bobbs. Bobbs-Merrill Co., University Sq., Indianapolis, Ind.
- Bookkeeper. Bookkeeper Pub. Co., Detroit, Mich.
- Boorum. Boorum & Pease, Loose Leaf Book Co., 109 Leonard St., N. Y.
- Boot & shoe. Boot & Shoe Recorder Pub. Co., 207 South St., Boston
- Bost. chamb. comm. Boston Chamber of Commerce, 177 Milk St., Boston
- Boston. Boston Book Co., (now F. W. Faxon Co.) 83-91 Francis St., Boston.
- Boston univ. College of Business Administration and College of Secretarial Science, Boston University, Boston
- Bowen. B. F. Bowen & Co., 523 Meridian Life Bldg., Indianapolis, Ind.
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- Bradbeer. W. W. Bradbeer, 165 N. Fulton Ave., Mt. Vernon, N. Y.
- Bradford. Bradford Press, 18 Dutch St., N. Y.
- Bragdon. Bragdon, Lord and Nagle, 144 Congress St., Boston
- Brains. Brains Pub. Co., Scranton, Pa.
- *Brentano. Brentano's, 5th Ave. & 27th St., N. Y.
- Brick. Brick and Clay Record, 610 Federal St., Chicago
- Bricka. G. W. Bricka, 1457 Broadway, N. Y.
- Broaker. F. Broaker, 71 W. 23d St., N. Y.
- Brooklyn. Brooklyn League, 50 Court St., Brooklyn, N. Y.
- Brown. Brown & Brown, Inc., 613 Lewis Bldg., Portland, Ore.
- Browne. See Howell Co.
- Browne, H. S. Herbert S. Browne Co., 608 S. Dearborn St., Chicago
- Bruce Pub. Co., 354 Milwaukee St., Milwaukee, Wis.
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- Bur. of mun. research. Bureau of Municipal Research, 261 Broadway, N. Y.
- Bur. rail. ec. Bureau of Railway Economics, Homer Bldg., 13th & F. Sts., N. W., Washington, D. C.
- Burdick. Burdick & Allen, 118 Michigan St., Milwaukee, Wis.
- Burnett. Burnett Business College, 9 W. Baltimore St., Baltimore, Md.
- Burroughs. Burroughs Adding Machine Co., 1305 David Whitney Bldg., Detroit, Mich.
- Burrows. Burrows Brothers, Guardian Bldg., Cleveland, O.
- Burt. A. L. Burt & Co., 32-58 Duane St., N. Y.
- Bus. res. Business Research Pub. Co., 208 S. LaSalle St., Chicago
- Bus. serv. Business Service Corporation, 135 Fort Ave., Detroit, Mich.
- Bus. tr. corp. Business Training Corporation, 185 Madison Ave., N. Y.
- Business. Business Man's Pub. Co., Journal Bldg., Detroit, Mich.
- Business Book Bureau, 13 Astor Pl., N. Y.
- Butler. Butler Bros., 495 Broadway, N. Y.
- Butterworth. Butterworth & Co., 11 Bell Yard, Temple Bar, London, W. C. x

- Byrne, J. 715-14th St., N. W., Washington, D. C.
- Byxbee. Byxbee Pub. Co., Tyler, Texas
- Callaghan. Callaghan & Co., 401-9 E. Ohio St., Chicago.
- Cambria. Cambria Steel Co., Locust, between Walnut and Market, Johnstown, Pa.
- Cambridge. Cambridge Encyclopedia Co., 5 Nassau St., N. Y.
- Canada. Census and Statistics Office, Dept. of Trade and Commerce, Ottawa, Canada
- Canada. Dept. of Marine & Fisheries, Ottawa, Canada.
- Canadian Manufacturers' Assoc., Trades Bank Bldg., Toronto, Canada.
- Carey. T. J. Carey & Co., 143 W. 96th St., N. Y.
- Carlisle. A. Carlisle & Co., 251 Bush St., San Francisco
- Carnegie. Carnegie Endowment for International Peace, 407 W. 117th St., N. Y.
- Carnegie Institution, 16th & P St., Washington, D. C.
- Carnell & Hoit, 83 N. Pearl St., Albany, N. Y.
- Carney. W. A. Carney, 1465 Spring St., Los Angeles, Cal.
- Caspar. C. N. Caspar Co., 454 E. Water St., Milwaukee, Wis.
- Cassier. Louis Cassier Co., Ltd., 33 Bedford St., Strand, London, W. C.
- Caverly. R. B. Caverly, 102 Pearl St., Hartford, Conn.
- Cement. Cement Era, 538 S. Clark St., Chicago
- Central. Central Law Journal Co., 420 Market St., St. Louis, Mo.
- Central national. Central National Bank, 5th & Chestnut Sts., Philadelphia
- Century. Century Co., 353 4th Ave., N. Y.
- Chamb. com. Chamber of Commerce of the U. S., Riggs Bldg., Washington, D. C.
- Chapman. Chapman & Hall, Ltd., 11 Henrietta St., Covent Garden, London, W. C.
- Chapman, C., 282 Manhattan Ave., N. Y.
- Charities. Charities Publication Committee, See Survey Associates, inc.
- Charity Organization Society, 105 E. 22nd St., N. Y.
- Chatto. Chatto & Windus, 111 St Martin's Lane, London, W. C.
- Chemical. Chemical Catalog Co., 1 Madison Ave., N. Y.
- Chemical Rubber Company, Locust Ave., cor. West 112th St., Cleveland, O.
- Chesman. Nelson Chesman & Co., 347 5th Ave., N. Y.
- Chicago. Chicago Banker, 407 Monadnock Block, Chicago
- Chicago book. Chicago Book Co., 226 So. LaSalle St., Chicago
- Chicago Com. Chicago Commercial Pub. Co., P. O. box 575, Chicago
- Chicago Daily News, 15 N. Wells St., Chicago
- Chief. Chief Pub. Co., 5 Beekman St., N. Y.
- Chief div. pub. Dept. of Commerce. Chief of Division of Publications, Dept. of Commerce, Washington, D. C.
- Chittick. J. Chittick, 122 East 25th St., New York
- Chronicle. Chronicle Co., Ltd., 80 Wall St., N. Y.
- Cincinnati, N. O., and Texas-Pacific Ry., Ingall's Bldg., 4th & Vine Sts., Cincinnati, O.
- Citizens. Citizens Print Shop, 203-205 New High St., Los Angeles, Cal.
- City Club of Chicago, 315 Plymouth Court, Chicago
- City Managers' Assoc., O. E. Carr, Secretary, 558 5th St., Niagara Falls, N. Y.
- Civic. Civic Press, Tribune Bldg., N. Y.
- Clark. See McGraw
- Clark bk. See McGraw.
- Cleary. P. R. Cleary Co., 300 Michigan Ave., Ypsilanti, Mich.
- Cleveland. Cleveland Foundation Survey Committee, 2025 East 9th St., Cleveland, O.
- Cleveland Cooperative Employment Bureau for Girls, 612 St. Clair Ave., N. E., Cleveland, O.
- Clifford. Clifford and Lawton, 373 4th Ave., N. Y.
- Clipping. Clipping Bureau Press, 68 Devonshire St., Boston
- Clode. E. J. Clode, 156 5th Ave., N. Y.
- Codex. Codex Book Co., Inc., 19 William St., N. Y.
- Col. univ. Columbia University Press, Lemcke & Buechner, agents, 30-32 W. 27th St., N. Y.
- Col. univ. bk. store. Columbia University Press Book Store, 2960 Broadway, N. Y.
- Collier. P. F. Collier & Son, 416 W. 13th St., N. Y.
- Colonial. Colonial Pub. Co., 45 Warren St., N. Y.

- Colorado Public Utilities Commission, 3d Floor, State Capitol, Denver, Col.
- Com. west. Commercial West Co., 409 Globe Bldg., Minneapolis, Minn.
- Commerce. Commerce Pub. Co., 505 Arch St., Philadelphia
- Commercial. Commercial Pub. Co., 1123 Broadway, N. Y.
- Commercial Club of Chicago, Secretary, Alfred Cowles, 140 W. Van Buren St., Chicago.
- Commoner. Commoner Pub. Co., 304 Pennsylvania Ave., Pittsburgh, Pa.
- Commonwealth Club of California, 153 Kearny St., San Francisco
- Comstock. Comstock Pub. Co., Cornell Heights, Ithaca, N. Y.
- Comstock, W. T. William T. Comstock, 23 Warren St., N. Y.
- Conkey. W. B. Conkey Co., 140 Dearborn St., Chicago.
- Consolidated. Consolidated Pub. Co., 9th & Olive St., St. Louis, Mo.
- Constable. T. & A. Constable, University Press, 11-15 Thistle St., Edinburgh, Scotland.
- Copp. Copp, Clark Co., Ltd., 495-517 Wellington St., W., Toronto, Canada.
- Corp. man. co. Corporation Manual Co., 28 Nassau St., N. Y.
- Corporations. Corporations Organization, 111 Broadway, N. Y.
- Correct eng. Correct English Pub. Co., Evanston, Ill.
- Cortina. Cortina Academy of Languages, Suite 2250, 12 East 46th St., N. Y.
- Cost eng. Cost Engineering Pub. Co., 416 Sloan Bldg., Cleveland, O.
- Courtright. W. H. Courtright Pub. Co., 1548 Glenarm Pl., Denver, Col.
- Curlander. Martin Curlander. (Law books), 2007 Eutaw Pl., Baltimore, Md.
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- Crawford. Crawford Pub. Co., 537 S. Dearborn St., Chicago
- Credit. Credit Co., 130 Fulton St., N. Y.
- Credito Italiano, Felice Bava, Representative, 66 Broadway, N. Y.
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- Czesznak. Steven Czesznak, Inc. 30 Church St., N. Y.
- Cumulative. Cumulative Digest Corporation, 241 W. 37th St., N. Y.
- Curtis Pub. Co., Independence Sq., Philadelphia
- Dana. William B. Dana Co., 138 Front St., N. Y.
- Dartmouth. Dartmouth College, Hanover, N. H.
- Dartnell. Dartnell Corporation, 223 West Jackson Boulevard, Chicago
- Dartnell. G. Dartnell, Box 287, Chicago.
- Davison. Davison Pub. Co., 50 Union Sq. E., N. Y.
- Dean. M. B. Dean, 20 Broad St., N. Y.
- Dean & Sons. Dean & Sons, Ltd., 160a Fleet St., London. E. C. 4
- DeBower. DeBower Chapline Co. (Bought by LaSalle Extension Univ.)
- De La Mare. A. T. De La Marc Printing & Pub. Co., 438-448 W 37th St., N. Y.
- Dem. pr. co. Democrat Printing Co., Democratic Bldg., Madison, Wis.
- Denham. Denham Costfinding Co., Sloan Bldg. Cleveland, O.
- Devin. Devin-Adair Co., 437 5th Ave., N. Y.
- De Vinne. De Vinne Press, 395 Lafayette St., N. Y.
- Directory. Directory Pub. Co., 15 Farrington Ave., London, E. C. 4
- Directory of Directors Co., 14 Wall St., N. Y.
- Dockham. Dockham Pub. Co., 6 Beacon St., Boston
- Dodd. Dodd, Mead & Co., 4th Ave & 30th St., N. Y.
- Dodge. Dodge Pub. Co., 53-55 5th Ave., N. Y.
- Dodsworth. Alfred D. Dodsworth, 32 Broadway, N. Y.
- Domestic. Domestic Engineering, 407 S. Dearborn St., Chicago
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- Doran. George H. Doran Co., 244 Madison Ave., N. Y.
- * Doubleday. Doubleday, Page & Co., Garden City, N. Y.
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- Drake. Frederick J. Drake & Co., 1006 S. Michigan Blvd., Chicago

- Dry Goods. Dry Goods Reporter, 215 S. Market St., Chicago
- Drygoodsman, 1627 Locust St., St. Louis, Mo.
- Duckworth. Duckworth & Co., 3 Henrietta St., Covent Garden, London, W. C.
- Duffield. Duffield & Co., 211 W. 53rd St., N. Y.
- Dun. R. G. Dun & Co., 290 Broadway, N. Y.
- Dunod. Dunod, H. et E. Pinat, Quai des Grands-Augustins 47-49, Paris
- Dutton. E. P. Dutton & Co., 681 5th Ave., N. Y.
- Eagland. Eagland & Co., Ltd., 165 Strand, London, W. C. 2
- Eagle. Brooklyn Daily Eagle, Eagle Bldg., Brooklyn, N. Y.
- Eastern papers. Eastern Papers, Ltd., 79 Gracechurch St., London, E. C. 3
- Eastman. Eastman Natl Bus. College, 28 Washington St., Poughkeepsie, N. Y.
- Ed. and pub. Editor and Publisher Co., Suite 1117, New York World Bldg., 63 Park Row, N. Y.
- Eddis. W. C. Eddis, 608 Continental Bldg., Toronto, Canada
- Editor. Editor Company, Ridgewood, N. J.
- Editorial. Europaamericana, Barcelona, Spain
- Educational. Educational Exhibition Co., 26 Custom House St., Providence, R. I.
- Efficiency. Efficiency Co., 327 S. La Salle St., Chicago
- Efficiency Society, Inc., 119 W. 40th St., N. Y.
- Eldridge. H. F. Eldridge, 1121 Henderson St., Columbia, S. C.
- Ellis. Ellis Pub. Co., 58 W. Main St., Battle Creek, Mich.
- Elm. Elm Tree Press, Woodstock, Vt.
- Emmott. Emmott and Co., Ltd., 20 Bedford St., Strand, London, W. C.
- Enc. amer. Encyclopedia Americana Corporation, 61 Broadway, N. Y.
- Enc. brit. Encyclopedia Britannica Co., Ltd., 286 4th Ave., N. Y.
- Eng. news. Engineering News, sold to McGraw-Hill Book Co.
- Engineering. Engineering Magazine, 140-42 Nassau St., N. Y.
- Engineers & architects assoc. Engineers & Architects Assoc. of Southern California, City Engineer's Office, Los Angeles
- Erickson. H. Erickson, 1717 Madison St., Madison, Wis.
- Estes. See Page Co.
- Evans. Charles Evans, 1413 Pratt Ave., Rogers Park, Chicago
- Evans. A. L. A. L. Evans Co. Boston Mass.
- Exp. enc. Exporters' Encyclopaedia Co., 78 Broad St., N. Y.
- Export man. Export Manufacturers of the U. S., Inc., 149 Broadway, N. Y.
- Eyre. Eyre & Spottiswoode, Ltd., East Harding St., London, E. C. 4,
- Fairchild. Fairchild Pub. Co., 822-24 Broadway, N. Y.
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- Faust. C. A. Faust, 1024 N. Robey St., Chicago
- Fed. reserve bd. Federal Reserve Board, Washington, D. C.
- Fed. trade. Federal Trade Service Corporation, 418 S. Market St., Chicago
- Federal Trade Commission, Washington, D. C.
- Felter. Carroll Felter & Co., 74 Broadway, N. Y.
- Fenno. R. F. Fenno & Co., 18 E. 17th St., N. Y.
- Fidelity. Fidelity & Casualty of New York, 92 Liberty St., N. Y.
- Financial. Financial Press, 116 Broad St., N. Y.
- Financial Calendar Co., 25 W. Broadway, N. Y.
- Financial pub. Financial Publishing Co., 17 Joy St., Boston
- Financial Reform Pub. Co., Elizabeth, N. J. (charter declared null and void by proclamation. Ja. 15 1917.)
- Financial World, 29 Broadway, N. Y.
- Fisher. E. D. Fisher, Rock Island, Ill.
- Fishing Masters' Assoc., Inc., Atlantic Ave., cor. Commerce St., Boston
- Fitch. Francis Emory Fitch, Inc., 47 Broad St., N. Y.
- Fitch pub. Fitch Pub. Co., Inc., 47 Broad St., N. Y.
- Flint. Chas. A. Flint, 211 Twenty-Eighth Ave. N., Seattle, Wash.
- Flitcraft. A. J. Flitcraft, 615 Maple Ave., Oak Park, Ill.

- Flood. T. H. Flood, 214 W. Madison St., Chicago
- Flora. Flora Book Co., Box 1214, Dallas, Tex.
- Fogerty. Fogerty's Jewelry Directory, 1 Maiden Lane, N. Y.
- Food. Food Trade Pub. Co., 116 Nassau St., N. Y.
- Forbes. Forbes & Co., 443 S. Dearborn St., Chicago
- Forbes, B. C., 120 Broadway, N. Y.
- Foreign. Foreign Publishing Co., 603 Star Bldg., St. Louis, Mo.
- Foreign exchange pub. Foreign Exchange Publishing Co., 29 W. Monroe St., Chicago
- Forest. Forest Press, Lake Placid Club, Essex Co., N. Y.
- Frandon. Frandon Co., 304 Caxton Bldg., Cleveland, O.
- Freight. Freight, The Shippers Forum, Inc., 154 Nassau St., N. Y.
- Frost. W. B. Frost and Co., 42 Weybosset St., Providence, R. I.
- Frowde. Henry Frowde & Hodder & Stoughton, Oxford Press Warehouse, Falcon Sq., London, E. C. 1
- Funk. Funk & Wagnalls Co., 354 4th Ave., N. Y.
- Garage. Garage Systems Co., 110 North Main St., Rockford, Ill.
- Gardner. Gardner Printing Co., Caxton Bldg., Cleveland, O.
- Gas. Gas Age, 52 Vanderbilt Ave., N. Y.
- * Gee. Gee & Co., Ltd., 34 Moorgate St., London, E. C. 2
- General. General Drafting Co., Inc., 9 Church St., N. Y.
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- Gibb. Gibb Brothers & Moran, 45 Rose St., N. Y.
- Gibbs. E. D. Gibbs Co., Inc., 219 W. 81st St., N. Y.
- Gibson. Gibson & McElroy Publishing Co., 29 Broadway, N. Y.
- Gibson Bros., 1312 I St., Washington, D. C.
- Gibson Co. David Gibson Co., 812 Huron Rd., Cleveland, O.
- Ginn. Ginn & Co., 15 Ashburton Pl., Boston
- Gloeckner, Leipzig, Germany
- Goddard. J. W. Goddard & Sons, 94 Bleecker St., N. Y.
- Good. H. Good & Son, Ltd., 50 Moorgate St., London, E. C. 2
- Goodenow. Goodenow Printing Co., 6-12 Devereux St., Utica, N. Y.
- Goodwin. J. H. Goodwin, 1547 Broadway, N. Y.
- Goodyear. Goodyear-Marshall Pub. Co., Mullin Bldg., Cedar Rapids, Ia.
- Grafton. Grafton & Co., 8 Coptic St., Bloomsbury, London, W. C.
- Grand. Grand Rapids Furniture Record Periodical Publishing Co., 11-19 Perkins Bldg., Grand Rapids, Mich.
- Grant. Robert Grant & Co., Calle Cangallo 542, Buenos Aires, Argentina
- Graydon. Samuel Graydon, 80 Lafayette St., N. Y.
- Gregg. Gregg Pub. Co., 6 N. Michigan Ave., Chicago
- Gregory. Wm. R. Gregory Co., 233 Broadway, N. Y.
- Gresham. Gresham Pub. Co., 34 & 35 Southampton St., Strand, London, W. C.
- Griffin. Charles Griffin and Co., Ltd., Exeter St., Strand, London, W. C.
- Guenther. Guenther Pub. Co., 29 Broadway, N. Y.
- Gurley. W. & L. E. Gurley, 514 Fulton St., Troy, N. Y.
- Haberdasher. Haberdasher Co., 112 E. 19th St., N. Y.
- Hachette. Hachette & Co., 18 King William St., Strand, London, W. C. 2.
- Hall. Henry Hall, 52 Broadway, N. Y.
- Halpern. D. Halpern Co., N. Y.
- Hammond, C. S. and Co., 30 Church St., N. Y.
- Hannis. Hannis Jordan Co., 32 Union Sq., N. Y.
- Harding. A. R. Harding, 75 N. Ohio Ave., Columbus, O.
- Harper. Harper & Brothers, Franklin Square, N. Y.
- Harper-Adams. Harper-Adams & Co., Omaha, Neb.
- Harrison. Harrison & Sons, 45-47 St. Martin's Lane, London, W. C.
- Hartman. W. J. Hartman, 732 Federal St., Chicago
- * Harvard. Harvard University Press, 29 Randall Hall, Cambridge, Mass.
- Hat. Hat Trade Pub. Co., 1182 Broadway, N. Y.

- Hawkins. G. H. E. Hawkins, Lock Box 423, Chicago
- Hawkins, N. A. N. A. Hawkins, 100 Merri-
 cke Ave., Detroit, Mich.
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- Haynes. D. O. Haynes & Co., 3 Park Pl.,
 N. Y.
- Hazell. Hazell, Watson & Viney, Ltd., 52
 Longacre, London, W. C. 2
- Heath. D. C. Heath & Co., 50 Beacon St.,
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 Albuquerque, New Mexico
- Hertel. John A. Hertel Co., 11 South Des-
 plaines St., Chicago
- Hess. H. M. Hess, 125 Monroe St., Chicago
- High School Teachers' Assoc., Secretary,
 E. Roche, Washington Irving High
 School, N. Y.
- Hill. Hill's National Theatrical Directory,
 Inc., 701 7th Ave., N. Y.
- Hill pub. Hill Pub. Co., Inc., 10th Ave. &
 36th St., N. Y.
- *Hine's. Hines Bros., 100 William St., N. Y.
- Hirschfeld. Hirschfeld Bros., Ltd., 263 High
 Holborn, London, W. C.
- Hitchcock. F. H. Hitchcock, 105 W. 40th
 St., N. Y.
- Holt. Henry Holt & Co., 19 West 44th St.,
 N. Y.
- Hooke. F. Howard Hooke, 2 Rector St.,
 N. Y.
- Hopkinson. Joseph Hopkinson, 501 Con-
 federation Life Bldg., Winnipeg, Canada
- Hotel. Hotel Monthly, 443 So. Dearborn
 St., Chicago
- *Houghton. Houghton, Mifflin Co., 4 Park
 St., Boston
- Howell Co., 608 S. Dearborn St., Chicago
 (formerly Browne & Howell)
- Hubbell. Hubbell Pub. Co., 120 Broadway,
 N. Y.
- Huebsch. B. W. Huebsch, 225 5th Ave., N. Y.
- Huff. Huff Paper Co., Denckla Bldg., 11th
 & Market Sts., Philadelphia
- Hughes. H. B. Hughes, 808 N. Broad St.,
 Philadelphia
- Hurt. J. M. Hurt, Pomona, Cal.
- I. B. A. A. Investment Banker's Assoc. of
 America, 111 W. Monroe St., Chicago
- Imperial. Imperial Japanese Government
 Railway, Tokyo, Japan
- Independent. Independent Corporation
 Division of Business Education, 119 West
 40th St., N. Y.
- India. India Rubber World, 25 W. 45th
 St., N. Y.
- Industrial. Industrial Extension Inst., Inc.,
 15 W. 34th St., N. Y.
- Industrial pr. Industrial Press, 140 Lafay-
 ette St., N. Y.
- Inland printer. Inland Printer Co., 624-632
 Sherman St., Chicago
- Institute. Institute International d'Agricul-
 ture Service de la Statistique Générale,
 Rome, Italy
- Insurance. Insurance Field Co., 322 W.
 Green St., Louisville, Ky.
- Ins. press. Insurance Press, 80 Maiden
 Lane, N. Y.
- Insurance Institute of Hartford, Assistant
 Secretary, Howard P. Dunham, 650 Main
 St., Hartford, Conn.
- Insurance Library Assoc., 141 Milk St.,
 Boston
- Insurance Society of N. Y., 84 William St.,
 N. Y.
- Int. International Rubber Congress, Ex-
 hibition Offices, 75 Chancery Lane, Lon-
 don, W. C.
- Int. cable. International Cable Directory
 Co., 17 State St., N. Y.
- Int. cor. International Correspondence
 Schools, 5 North LaSalle St., Chicago
- Int. exch. International Exchange, P. O.
 Box 177, Chicago
- Int. rev. pub. Internal Revenue Pub. Co.,
 205-206 Marine Bank Bldg., Baltimore,
 Md.
- Inter. law. International Law and Business
 Institute, 1904 Second Ave., South, Minn-
 eapolis, Minn.
- Inter. news co. International News Co.,
 83 Duane St., N. Y.
- Inter. accountants. International Accountants'
 Society, 135 Fort St., Detroit, Mich.
- International. International Textbook Co.,
 438 Wyoming Ave., Scranton, Pa.
- Investors. Investors' League of N. J.,
 State Chamber of Commerce, Clinton
 Bldg., Newark, N. J.
- Iron. Iron Age, 239 W. 39th St., N. Y.
- Irving. Irving Pub. Co., 119 E. 31st St.,
 N. Y.

- Irving National Bank, Woolworth Bldg., N. Y.
- Irwin. Irwin Press, Quincy, Ill.
- Jackson. J. M. Jackson Directory & Pub. Co. Changed to Jackson Pub. Co., 716 Delaware Ave., Kansas City, Mo.
- Jacobs. G. W. Jacobs & Co., 1628 Chestnut St., Philadelphia
- Jacobsen. Jacobsen Publishing Co., 136 West Lake St., Chicago
- Jank. Jos. K. Jank, 80 Watt St., N. Y.
- Jeweler. Jewelers' Circular Pub. Co., 11 John St., N. Y.
- Jobson. Jobson Printing Co., 647 W. Hill St., Louisville, Ky.
- Johns Hopkins. Johns Hopkins University Press, McCoy Hall, Baltimore, Md.
- Johnson. B. F. Johnson Pub. Co., Lock Box 1458, Richmond, Va.
- Johnston. Robert R. Johnston, 42 W. 39th St., N. Y.
- Johnston exp. Johnston Export Pub. Co., 17 Battery Pl., N. Y.
- Jones. Guy M. Jones Co., Merchants Bank Bldg., Indianapolis, Ind.
- Joseph. Joseph & Sefton, 32 Broadway, N. Y.
- Judd. Orange Judd Co., 315 4th Ave., N. Y.
- Keefe-Davidson. Keefe-Davidson Law Book Co., 350 Cedar St., St. Paul, Minn.
- Keller. Richard H. Keller, Box 335, N. Y.
- Kelly. Kelly's Directories, Ltd., 182 High Holborn, London, W. C. 1
- Kempster. James Kempster Printing Co., 117 Liberty St., N. Y.
- Kennerley. Mitchell Kennerley, Park Ave. & 59th St., N. Y.
- Kerr. Charles H. Kerr & Co., 341 E. Ohio St., Chicago
- Ketcham. E. A. Ketcham, 212 N. Murray St., Madison, Wis.
- Key. See Ronald.
- Keystone. Keystone Consolidated Pub. Co., Inc., 304 Pennsylvania Ave., Pittsburgh, Pa.
- Kimball. D. Kimball, 911 Tulare Ave., Berkeley, Cal.
- Kimber. A. W. Kimber & Co., Inc., 46 West Broadway, N. Y.
- Kimble. E. S. Kimble, 1632 Taylor St., San Francisco
- King. P. S. King and Son, 2 & 4 Great Smith St., Westminster, London
- Knoepfel. C. E. Knoepfel and Co., 101 Park Ave., N. Y.
- Knopf. Alfred A. Knopf, 220 W. 42nd St., N. Y.
- Knox. J. S. Knox, Knox School of Salesmanship, 1147 Engineers Bldg., Cleveland, O.
- Kohl. Kohl Technical Pub. Co., 233 Broadway, N. Y.
- L. & S. L. & S. Printing Co., 183 Essex St., Boston
- Laird. Laird and Lee, 1732 Michigan Ave., Chicago
- Lambert. Lambert Pub. Co., 1133 Broadway, N. Y.
- Lane. John Lane Co., 116-20 W. 32nd St., N. Y.
- * LaSalle. LaSalle Extension University, 2550 So. Michigan Ave., Chicago
- Lawyer. Lawyer and Credit Man, 178 Fulton St., N. Y.
- Lawyers. Lawyers' Co-operative Pub. Co., 505 Lakeside Bldg., Chicago
- Layton. Charles & Edwin Layton, 57 Farringdon St., London, E. C.
- Lee. Lee-McLachlan Co., Danbury, Conn.
- Lemcke. Lemcke & Buechner, 30-32 W. 27th St., N. Y.
- Levey. Levey Brothers & Co., State House Sq., Indianapolis, Ind.
- Levi. Louis E. Levi, 781 Sherman Blvd., Milwaukee, Wis.
- Lewis. Lewis Pub. Co., 542 S. Dearborn St., Chicago
- Library. Library of United Engineering Society, 29-33 W. 39th St., N. Y.
- Library Bureau, 316 Broadway, N. Y.
- Liebèr. Liebèr Code Co., 25 Park Pl., N. Y.
- Lippincott. J. B. Lippincott, East Washington Sq., Philadelphia
- Little. Little, Brown & Co., 34 Beacon St., Boston
- Little, J. J. J. J. Little and Ives Co., 435 East 24th St., N. Y.
- Lloyd's, 71 Fenchurch St., London
- Lockwood. Lockwood Trade Journal Co., 10 E. 39th St., N. Y.
- London Public Library, Queens Ave., and Wellington St., London, Ontario, Canada

- *Longmans. Longmans, Green & Co., 443-49 4th Ave., N. Y.
- Lord. Lord & Thomas Pub. House, 5 S. Wabash Ave., Chicago
- Lord and Nagle. See Bragdon, Lord and Nagle
- Lothrop. Lothrop, Lee & Shepard Co., 93 Federal St., Boston
- Lott. E. S. Lott, 141 Broadway, N. Y.
- Lovell. Lovell & Son, 23 St. Nicholas St., Montreal, Quebec, Canada
- Low. Sampson Low, Martson & Co., Ltd. 100 Southwark St., London, S. E. 1
- Lowman. Lowman & Hanford Co., 616-20 1st Ave., Seattle, Wash.
- Loyola. Loyola University Press, 1076 West 12th St., Chicago.
- Lynch. * Henry Lynch, Foulks & Co., 61 Watling St., London. E. C. 4
- Lyons. Lyons & Carnahan, 623 S. Wabash Ave., Chicago
- McBride. R. M. McBride & Co., 31 Union Square, N. Y.
- McCain. C. C. McCain, 143 Liberty St., N. Y.
- * McClurg. A. C. McClurg & Co., 330-52 E. Ohio St., Chicago
- McCorquodale. McCorquodale & Co., Ltd., 40 Coleman St., London, E. C. 2
- Macdonald. William Macdonald & Co. Directory Press, London Road, Edinburgh, Scotland
- * McGraw. McGraw-Hill Book Co., 239 W. 39th St., N. Y. (Purchased business of Clark book co. and Myron C. Clark Pub. Co.)
- McIntosh. R. J. McIntosh Co., Second National Bank Bldg., Toledo, O.
- McKay. David McKay, 604-608 S. Washington Square, Philadelphia
- Maclachlan. A. D. Maclachlan, 502 Boylston St., Boston
- McMaster. McMaster Co., 69 Wall St., N. Y.
- * Macmillan. Macmillan Co., 66 5th Ave., N. Y.
- MacRae. MacRae's Blue Book Co., 80 E. Jackson Boulevard, Chicago
- Mag. of Wall St. Magazine of Wall St., 42 Broadway, N. Y.
- Mahin. John Lee Mahin, 6 East 39th St., N. Y.
- Mail. Mail Order News Corporation, Newburgh, N. Y.
- Mail order. Mail Order Journal Co., 64 Randolph St., Chicago
- Malkan. H. Malkan, 42 Broadway, N. Y.
- Manhattan. Manhattan Press, 182 E. 124th St., N. Y.
- Mantz. Isadore P. Mantz, Oklahoma City, Okla.
- Manual. Manual of Statistics Co., 203 Broadway, N. Y.
- Manual arts. Manual Arts Press, 105 Fourth St., Peoria, Ill.
- Manufacturers. Manufacturers Record Pub. Co., Water & Commerce Sts., Baltimore, Md.
- Manufacturing. Manufacturing Jeweler, 42 Weybosset St., Providence, R. I.
- Marconi. Marconi Telegraphic Co., 25 Broad St., N. Y.
- Marine news. N. Y. Marine News Co., 16 Beaver St., N. Y.
- Marks. William D. Marks, 623 Park Row Bldg., N. Y.
- Marlborough. E. Marlborough and Co., 51 Old Bailey, London, E. C. 4
- Marquis. A. N. Marquis & Co., 440 S. Dearborn St., Chicago
- Marsh. B. C. Marsh, 320 Broadway, N. Y.
- Martens. R. Martens & Co., 24 State St., N. Y.
- Martin. H. D. Martin, Clinton, Mass.
- Martindale. Martindale's American Law Directory, Woolworth Bldg., N. Y.
- Md. cas. co. Maryland Casualty Co., Maryland Casualty Bldg., Baltimore, Md.
- Master. Master Painter Publishing Co., Malvern, Pa.
- Mathieson. F. C. Mathieson and Sons, 16 Copthall Ave., London, E. C. 2
- Mead. Nathaniel W. Mead, Tobacco World, 236 Chestnut St., Philadelphia "Out of business"
- Mendoza. Mendoza Book Co., 17 Ann St., N. Y.
- Merchants. Merchants Record Co., 233 Broadway, N. Y.
- Merchants' helps. Merchants' Helps Pub. Co., Delhi, N. Y.
- Merchants Pub. Merchants Publicity Co., 241 W. 39th St., N. Y.
- Merriam. G. & C. Merriam Co., 10 Broadway, Springfield, Mass.
- Metal. Metal Industry Pub. Co., 99 John St., N. Y.
- Methuen. Methuen & Co., Ltd., 36 Essex St., Strand, London, W. C. 2

- Meyer. Oswald Meyer, 3607 Boulevard, Jersey City, N. J.
- Michie. Michie Co., Market & 7th St., N. E., Charlottesville, Va.
- Midland. Midland Pub. Co., 804 Pine St., St. Louis, Mo.
- Millner. C. A. Millner, Deseronto, Ontario, Canada.
- Miller. Joseph Dana Miller, 150 Nassau St., N. Y.
- Millinery. Millinery Trade Pub. Co., 1182 Broadway, N. Y.
- Millwork Cost Information Bureau, 11 S. LaSalle St., Chicago
- Minnesota Cost System Co., 115 Washington Ave., N., Minneapolis, Minn.
- Missouri. Missouri Printing & Pub. Co., Mexico, Mo.
- Mitchell. C. Mitchell & Co., 1 & 2 Snow Hill, Holborn Viaduct, London, E. C.
- Mod. methods. Modern Methods Pub. Co., 39 R. & B. Bldg., Hastings & Monroe Ave., Detroit, Mich.
- Modern. Modern Mercantile Pub. Co., Bucyrus, O.
- Modern Miller Co., 1033 Pierce Bldg., St. Louis, Mo.
- Moffat. Moffat, Yard & Co., 30 Union Square, N. Y.
- Moody. Moody Magazine & Book Co., 35 Nassau St., N. Y.
- Moody man. Moody Manual Co. Consolidated with Poor's Railroad Manual Co. under the name of Poor's Publishing Co.
- Moody's Investors Service, 35 Nassau St., N. Y.
- Morang. Morang & Co., Ltd., 145 Wellington St., Toronto, Canada
- Morris. Morris-Pierce Co., 140 Liberty St., N. Y.
- Motion. Motion Picture Trade Directory Co., 239 W. 39th St., N. Y.
- Motor. Motor, 119 W. 40th St., N. Y.
- Moving Picture World, 17 Madison Ave., N. Y.
- Mun. jour. Municipal Journal & Engineer, Inc., 50 Union Sq., N. Y.
- Municipal. Municipal Engineering Co., 1 Broadway, N. Y.
- Munn. Munn and Co., 233 Broadway, N. Y.
- Munroe. Munroe & Southworth, 1322 S. Wabash Ave., Chicago
- Munson. Munson Steamship Line, 82-92 Beaver St., N. Y.
- Munson, A. J. A. J. Munson and Co., 10 West Jackson Blvd., Chicago
- Murray. John Murray, 50a Albermarle St., London, W. 1.
- Music. Music Trade Indicator, 20 E. Jackson Blvd., Chicago.
- Music trades. Music Trades Co., 501 5th Ave., N. Y.
- Nat. assoc. corp. sch. National Association of Corporation Schools, Irving Pl. & 15th St., N. Y.
- Nat. assoc. credit. National Association of Credit Men, 41 Park Row, N. Y.
- Nat. assoc. manf. National Association of Manufacturers of the U. S. of A., 30 Church St., N. Y.
- Nat. assoc. emp. National Association of Employing Lithographers, 1232 Granite Bldg., Rochester, N. Y.
- Nat. Assoc. of Life Underwriters, 56 Pine St., N. Y.
- Nat. Automobile Chamber of Commerce, Inc., 7 E. 42nd St., N. Y.
- Nat. Board. National Board of Fire Underwriters, 76 William St., N. Y.
- Nat. canners. National Canners Association, 1739 H St., N. E., Washington, D. C.
- Nat. Cash Register Co., Dayton, O.
- Nat. cit. league. National Citizens League for the Promotion of a Sound Banking System, 223 W. Jackson Blvd., Chicago
- Nat. city bank. National City Bank of New York, 55 Wall St., N. Y.
- Nat. Civic Federation, 33d Floor, Metropolitan Tower, N. Y.
- Nat. confectioners'. National Confectioners' Association of the United States, 415 Pine St., St. Louis, Mo.
- Nat. Conference of Commissions on Uniform State Laws, William H. Staake, President, 648 City Hall, Philadelphia
- Nat. Conference on Marketing & Farm Credits, Washington Bldg., Madison, Wis.
- Nat. Conference on Vocational Guidance, Benj. Gruenberg, Secy., Commercial High School, Brooklyn, N. Y.
- Nat. Convention of Insurance Commissioners, F. H. McMaster, Secretary-Treasurer, Palmetto Nat. Bank Bldg., Columbia, S. C.
- Nat. fire prot. assoc. National Fire Protection Association, F. H. Wentworth, Secretary, 87 Milk St., Boston
- Nat. 5, 10 & 25 cent. National 5, 10 & 25 Cent Magazine, Inc., 117 E. 24th St., N. Y.

- Nat. for. tr. National Foreign Trade Council, India House, Hanover Sq., N. Y.
- Nat. lith. National Lithographer Pub. Co., 150 Nassau St., N. Y.
- Nat. man. co. National Manufacturers' Co., 30 Church St., N. Y.
- Nat. mun. league. National Municipal League, 703 North American Bldg., Philadelphia
- Nat. real estate. National Real Estate Journal, 407 Grant St., Pittsburgh, Pa.
- Nat. ry. National Railway Publication Co., 75 Church St., N. Y.
- Nat. Society for the Promotion of Industrial Education, 140 W. 42nd St., N. Y.
- Nat. tax assoc., 195 Broadway, N. Y.
- Neale. Neale Pub. Co., 440 4th Ave., N. Y.
- Nelson. G. N. Nelson, 52 Broadway, N. Y.
- N. J. law. N. J. Law Journal Pub. Co., 181 North Ave., Plainfield, N. J.
- N. Y. bd. tax comm. N. Y. State Board of Tax Commissioners, Albany, N. Y.
- N. Y. City, Department of Finance, Municipal Bldg., N. Y.
- N. Y. even. N. Y. Evening Post, 20 Vesey St., N. Y.
- N. Y. inst. N. Y. Institute of Mercantile Training, 36-38 W. 37th St., N. Y.
- N. Y. news. N. Y. News Bureau Assoc., 26 Beaver St., N. Y.
- N. Y. State Commission to Investigate Port Conditions, Albany, N. Y.
- N. Y. State Department of Labor, Albany, N. Y.
- N. Y. state lib. N. Y. State Library, Albany, N. Y.
- N. Y. stock exch. N. Y. Stock Exchange, 13 Wall St., N. Y.
- * N. Y. univ. N. Y. University, School of Commerce, Washington Sq., N. Y.
- Newark, N. J., Department of Weights & Measures, City Hall, Newark, N. J.
- Newnes. George Newnes, Ltd., 8-11 Southampton St., Strand, London, W. C. 2
- Newson. Newson & Co., 73 5th Ave., N. Y.
- Nichols. T. P. Nichols & Sons, 113 Market St, Lynn, Mass.
- Nickerson. Nickerson & Collins Co., 431 S. Dearborn St., Chicago
- * Norman. Norman, Remington Co., 308 N. Charles St., Baltimore, Md.
- North. North China Daily News and Herald, Ltd., 17 The Bund, Shanghai, China
- Novelty. Novelty News Laboratory of Business Economics, 9 S. Clinton St., Chicago
- Nutt. David Nutt, 57-59 Long Acre, London
- Oakwood. Oakwood Co., 38 N. Beacon St., Boston
- Ocean. Ocean Publishing Co. 25 West 42nd St., N. Y.
- Off. app. Office Appliance Co., 805 Plymouth Bldg., Chicago
- Official. Official Hotel Red Book & Directory Co., 103 Park Ave., N. Y.
- O'Gorman. O'Gorman Pub. Co., 126 5th Ave., N. Y.
- Ohio Industrial Commission, State House, Columbus, O.
- Oil. Oil, Paint & Drug Reporter, 100 William St., N. Y.
- Oliphant. James H. Oliphant & Co., 61 Broadway, N. Y.
- Oliver. D. Oliver, 606 S. Michigan Boulevard, Chicago
- Optometrist. Optometrist & Optician, 81 E. Madison St., Chicago
- Ord. unit. Order of United Commercial Travelers of America, 638 N. Park St., Columbus, O.
- Oswald. Oswald Pub. Co., 231 W. 39th St., N. Y.
- Oxford. Oxford University Press, 35 W. 32nd St., N. Y.
- P. A. I. S. Public Affairs Information Service. An incorporated service managed by H. W. Wilson Co., 958-964 University Ave., N. Y.
- Pacific. Pacific Mutual Life Insurance Co., Los Angeles, Cal.
- Pacific Coast Assoc. of Port Authorities, San Francisco
- Packard. Packard Motor Car Co., E. Grand Blvd. and Belt Line R. R., Detroit, Mich.
- Packer (The), Packer Block, Kansas City, Mo.
- Page. Page Co., 53 Beacon St., Boston (Purchased business of Dana, Estes, & Co.)
- Palmer. A. N. Palmer Co., 30 Irving Pl., N. Y.
- Pan. Amer. Pan American Union, 17th St. and B St., N. W., Washington, D. C.
- Pan American Financial Conference, Pan American Bldg., Washington, D. C.

- Panama. Panama Canal Record, Balboa Heights, C. Z.
- Parkhurst. F. A. Parkhurst, Grand Central Terminal Building, N. Y.
- Patterson. Patterson Pub. Co., 119 W. 40th St., N. Y.
- Pierce. S. Pierce & Co., 59 Commercial St., Boston
- Peirce School. Peirce School, 1420 Pine St., Philadelphia
- Penn. Penn Pub. Co., 925 Filbert* St., Philadelphia
- Penton. Penton Pub. Co., 12th St. cor. Chestnut St., Cleveland, O.
- Peoples. Peoples University, University City, St. Louis, Mo.
- Phelon. Joseph S. Phelon, 51 Leonard St., N. Y.
- Phila. comm. Philadelphia Commercial Museum, 34th St, below Spruce, Philadelphia
- Phila. cont. Dept. of City Controller, Room 146, City Hall, Philadelphia
- Philip. George Philip & Son., Ltd., 32 Fleet St., London, E. C. 4
- * Pitman. Sir Isaac Pitman & Sons, 2-6 W. 45th St., N. Y.
- * Pitman, G. Guilbert Pitman, 85 Fleet St., London, E. C.
- Place. Place, Siddons and Gough, 1 Commercial Bldgs., Calcutta, India
- Platt. Platt & Peck, 354 4th Ave., N. Y.
- * Polk. R. L. Polk & Co., 87-91 3rd Ave., N. Y.
- Pool. Wm. H. Poole Printing and Binding Co., 626 S. Clark St., Chicago
- Poor. Poor's Railroad Manual Co., consolidated with Moody Manual Co., under the name of Poor's Publishing Co.
- Poor's Publishing Co., 33 Broadway, N. Y.
- Portland (Ore.) Association of Credit men, 216 Ry. Exch. Bldg., Portland, Ore.
- Porto Rico, Secretary's Office, San Juan, Porto Rico
- Portuguese. Portuguese Library, 143 Acushnet Ave., New Bedford, Mass.
- Post, L. J. Post, Ellsworth Bldg., 537 S. Dearborn St., Chicago
- Postal Telegraph Cable Co., 253 Broadway, N. Y.
- Poster ad. Poster Advertising Assoc., 28 E. Jackson Blvd., Chicago
- Practical. Practical Text Book Co., 1739 Euclid Ave., Cleveland, O.
- Prentice. Prentice-Hall, 70 Fifth Ave., N. Y.
- Press Pub. Co., Pulitzer Bldg., N. Y.
- Princeton. Princeton University Press, Princeton, N. J.
- Printers. Printers Ink Pub. Co., 185 Madison Ave., N. Y.
- Printz. Printz-Biederman Co., 1213 West 6th St., Cleveland, O.
- Progress. Progress Co., 515 Rand-McNally Bldg., Chicago
- Pub. ser. Public Service Pub. Co., Peoples Gas Bldg., Chicago.
- Public. Public School Publishing Co., Bloomington, Ill.
- Public service. N. Y. State Public Service Commission for the 1st District, 120 Broadway, N. Y.
- Publicity. Publicity Pub. Co., 90 Library Court, Chicago
- Purchasing. Purchasing Agent Co., 25 Beaver St., N. Y.
- * Putman. G. P. Putman's Sons, Putman Bldg., 2-6 W. 45th St., N. Y.
- Radford. Radford Architectural Co., 1827 Prairie Ave., Chicago
- Rahill, J. J. Rahill, 32 Rialto Bldg., San Francisco
- Railway. Railway Age Gazette, 233 Broadway, N. Y.
- Railway equip. Railway Equipment & Publication Co., 75 Church St., N. Y.
- Railway Pub. Co., 30 Fetter Lane, London, E. C. 4
- Rand. Rand-McNally & Co., Rand-McNally Bldg., 536 S. Clark St., Chicago
- Razor. W. W. Razor, 70 5th Ave., N. Y.
- Realty. Realty Service Pub. Co., Changed to Realty Publishing Co., 220 West 42nd St., N. Y.
- Realty bk. Co., Realty Book Co., 5905 Euclid Ave., Cleveland, O.
- Record. Record & Guide Co., 119 W. 40th St., N. Y.
- Reilly. Peter Reilly, 133 No. 13th St., Philadelphia
- Renn. George B. Renn, 72 W. Adams St., Chicago
- Retail. Retail Coalman, Monadnock Block, Chicago
- Review. Review Pub. Co., 225 S. 3rd St., Minneapolis, Minn.
- Rev. of rev. Review of Reviews, 30 Irving Pl., N. Y.
- Revell. Fleming H. Revell & Co., 185 5th Ave., N. Y.

- Rice. George Graham Rice, 27 William St., N. Y.
- Richardson. Richardson Press, 241 W. 37th St., N. Y.
- Rickey. William Rickey & Co., 43 W. 27th St., N. Y.
- Ridsdale. P. S. Ridsdale, 1847 Lamont St., N. W., Washington, D. C.
- Riley. Riley Publishing Co., Gatlin Bldg., Kansas City, Mo.
- Roberts. H. E. Roberts, 55 John St., N. Y.
- Roberts, W. F., 1514 H St., N. W., Washington, D. C.
- Robinson. James W. Robinson, 61 Sewall Ave., Brookline, Mass.
- Rollins. Rollins & Co., Box 5272, Boston
- * Ronald. Ronald Press Co., Evening Post Bldg., 20 Vesey St., N. Y. (Purchased business of Key pub. co.)
- Root. Root Newspaper Assoc., 185 Devonshire St., Boston
- Root, A. I. A. I. Root Co., Medina, O.
- Rough. Rough Notes Co., 222 E. Ohio St., Indianapolis, Ind.
- Rousset. Camille Rousset, 114 Rue et Place Lafayette, Paris
- Routledge. G. Routledge & Sons, Ltd., Broadway House, 68-74 Carter Lane, Ludgate Hill, London, E. C. 4
- Rowe. H. M. Rowe Co., 624 N. Gilmore St., Baltimore, Md.
- Roxburgh. Roxburgh Pub. Co., 61 Court St., Boston
- Roycrofters, East Aurora, N. Y.
- Russian. Russian War Dept., Petrograd, Russia
- Saalfield. Saalfield Pub. Co., Akron, O.
- Saf. press. Safety Press, Inc., 27 Cedar St., N. Y.
- Sage foundat. Russell Sage Foundation, 130 E. 22d St., N. Y.
- Sales. Sales Service Co., 109 Broad St., N. Y.
- Sanborn. Benj. H. Sanborn and Co., 50 Beacon St., Boston
- Sapp. Gordon G. Sapp, 440 S. Dearborn St., Chicago
- Sargent. Porter E. Sargent, 50 Congress St., Boston
- Saward. Saward's Journal, 15 Park Row, N. Y.
- Sawyer. Sawyer Pub Co., Temple Ct., N. Y.
- School. School of English, 1411 Security Bldg., Chicago
- Schreffler. R. B. Schreffler, Evanston, Ill.
- Schulze. E. H. Schulze, 220 W. 42nd St., N. Y.
- Science. Science Press, Lancaster, Pa.
- Scott. Scott, Foresman & Co., 623 S. Wabash Ave., Chicago
- Scott, Greenwood. Scott, Greenwood and Son, 8 Broadway, Ludgate, London, E. C
- Scranton. S. S. Scranton Co., 281 Asylum St., Hartford, Conn.
- Scribner. Charles Scribner's Sons, 597 5th Ave., N. Y.
- Sears Simpson. Sears & Simpson Co., 118-20 W. Spring St., Columbus, O.
- Secretarial. Secretarial Bureau, 52a Conduit St., Regent St., London, W.
- Seeley. Seeley, Service & Co., Ltd, 38 Great Russell St., London, W. C. 1
- Seibels. W. T. Seibels, 99 Warren St., N. Y.
- Selling. Selling Aid Cut Service, 605 S. Clark St., Chicago
- Service. Service Pub. Co., 17 Lafayette St., Dayton, O.
- Shakespeare. Shakespeare Press, 67 Spring St., N. Y.
- Sharp. R. W. Sharp, 207 Market St., Newark, N. J.
- * Shaw. A. W. Shaw Co., Wabash Ave. & Madison St., Chicago.
- Sheet. Sheet Metal Publication Co., 154 Nassau St., N. Y.
- Sheldon. Arthur Frederick Sheldon, 36 South State St., Chicago
- Sheldon, J. D., 1170 Broadway, N. Y.
- Sheldon univ. Sheldon University Press, Libertyville, Ill.
- Shelton. W. A. Shelton, 6146 Greenwood Ave., Chicago
- Shepperson. Shepperson Pub. Co., Cotton Exchange Bldg., Hanover Sq., N. Y.
- Sherman. Sherman, French & Co., 6 Beacon St., Boston
- Shipping. Shipping World Offices, Effingham House, Arundel St., Strand, London, W. C. 2
- Shively. Shively Service Bureau 3 City Hall Ave., San Francisco
- Shoe & Leather. Shoe & Leather Reporter, 166 Essex St., Boston
- Signs. Signs of the Times Publishing Co., 30 Opera Pl., Cincinnati, O.
- Silver. Silver, Burdett & Co., 126 5th Ave., N. Y.
- Simmons. Simmons-Boardman Pub. Co., Woolworth Bldg., N. Y.

- Simpkin. Simpkin Marshall, Hamilton, Kent & Co., 4 Stationers Hall Court, London, E. C. 4
- Simplex. Simplex Service Co., 1123 Broadway, N. Y.
- Singer. Singer-Rower & Co., 603-604 Navarre Bldg., St. Louis, Mo.
- Singer, B. 616 Nat. Life Bldg., Chicago
- Sites. Henry W. Sites, 80 Lafayette St., N. Y.
- Six Point League, 334 5th Ave., N. Y.
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